



Diocese of Salisbury  
Academy Trust

*'Beyond expectations for all of God's children'*



St. James'  
CE First School

**Assistant Headteacher**



**Recruitment Pack**



# Welcome to the Diocese of Salisbury Academy Trust (DSAT)

**and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the medieval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the school and the Trust, which works with twenty-two academies across the Diocese. You can find out more about our Trust on our website at [www.dsat.org.uk](http://www.dsat.org.uk). We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

## **This recruitment pack includes:**

### **Our School**

Brief outline of who we are and what we do

### **Job Advert and How to Apply**

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

### **Job Description and Person Specification**

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

### **DSAT Vision and Values**

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

### **Equal Opportunities Monitoring Form**

We are committed to equality in the workplace and supporting the development of all our employees.

### **Privacy Notice**

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.



St. James'  
CE First School

## Letter from our Executive Headteacher

Dear Candidate,

Thank you for your interest in applying for this post. It has been my privilege this year to serve as the Executive Headteacher of St James' CE First School and Wimborne St Giles CE First School. At the end of this year I will hand over to a new Headteacher (the Trust are currently completing the appointment to this post) and we are now also able to appoint an Assistant Headteacher to work alongside the Headteacher in taking the school forward. This is an exciting opportunity to join St James' and to be a part of our journey of improvement. There is real scope to be a great role model as a teacher, and to take a strong role in the leadership of our school, helping us to strengthen and deepen our approaches to teaching, learning and the curriculum.

If you are an excellent practitioner who is keen to take the next step in their career, we would be delighted to hear from you. Our staff team are very committed and willing, and our children are truly wonderful. Our parents and governors will be very supportive as you strive to do the very best for the children.

I hope this pack will provide you with lots of information to help you make your decision to apply. I would love to meet you and you are very welcome to visit the school. Please use the contact details within this pack to arrange that.

As you will gather from this pack, the school is a member of the Diocese of Salisbury Academy Trust. We work together in a dynamic and exciting partnership, providing many opportunities for collaborative professional learning, and guidance on our journey. I am sure that, like me, you will find this a very positive relationship. Within the Trust, we work closely with three other local schools, as part of the Priory Hub - Wimborne St Giles CE First School, Trinity CE First School and Cranborne CE First School.

I look forward to hearing from you and can't wait to explore whether you might be the person we are looking for!

Best wishes,

*Philippa Hill*

Philippa Hill  
Executive Headteacher





St. James'  
CE First School

## Our Vision – 'Believe and Achieve'



Our vision is underpinned by the following verse from the Bible:

*'I will show you my faith by my deeds.'* James 2: 18

Our school vision is central to everything we do and we are really proud of the 'family atmosphere' that we have cultivated in which everybody is given the opportunity to flourish and to actively make a difference in the world.

Our Christian Values:

**Love** - At St James', we strive to demonstrate God's love in the way that we care for and serve one another and in the way that we practice forgiveness and reconciliation. We show love through our words and our actions.

**Hope** - At St James' we aspire to be the best we can be and we are ambitious for our whole community. We regularly give children the chance to talk about ways to challenge injustice and inequality and we try to bring hope to others through everything we say and do. We regularly explore the idea that God has a plan for our lives to give us 'hope and a future'.

**Truth** – At St James' we always aim to act with integrity. We are sincere and genuine in our interactions with everyone within our school community and we approach all we do with a spirit of honesty and openness.

Through our Vision and Values, we aim to transform our own lives and the lives of everybody within the school - and beyond!

Find out more on our website: <https://www.stjames.dsat.org.uk/>



# Job Advertisement

<b>Job Title</b>	Assistant Headteacher
<b>Academy Name</b>	St James' CE First School
<b>Location</b>	Gaunt's Common, Wimborne, Dorset, BH21 4JN
<b>Contract Type</b>	Permanent
<b>Salary</b>	L1-L4 (negotiable according to experience) £42,195-£45,434
<b>Pension</b>	Teachers' Pension Scheme
<b>Contact</b>	To visit the school please email <a href="mailto:office@stjames.dsat.org.uk">office@stjames.dsat.org.uk</a> or call 01258 840669.
<b>Closing Date</b>	Monday 16 <sup>th</sup> May 2022 at 9.00am
<b>Interview Date</b>	Tuesday 24 <sup>th</sup> May 2022 (provisional)
<b>Start Date</b>	1 <sup>st</sup> September 2022

**Are you looking for your next big adventure? Ready for a new leadership opportunity?**

**Are you determined, innovative and passionate about learning?**

**Do you have the skills and attributes to lead a team, determined to offer the very best education?**

**Can you commit to being part of a journey to secure excellent outcomes for our young people?**

**If so, we would love to hear from you.**

We genuinely value the positive contribution of every member of our team, provide extensive collaborative professional learning and are keen to welcome a like-minded Headteacher. We are part of the Diocese of Salisbury Academy Trust and work collaboratively to achieve the best outcomes for all children in the Trust.

**We are looking for someone who:**

- Has a dynamic vision for the education of all children in a church school context
- Has a proven track record of excellent teaching and learning
- Has a wide, current knowledge and understanding of education and curriculum development
- Is an innovator who can lead by example
- Has excellent interpersonal skills and who wishes to build positive working relationships within our school and local and trust community
- Has a desire and commitment to raising standards for every child
- Is creative and can embrace change
- Has energy, enthusiasm and passion
- Is able to show reflectiveness and persistence when dealing with complexity
- Places safeguarding at the heart of the school
- Genuinely wants to be part of our future

**We can offer:**

- Young people who love their school and are excited by learning
- A team of dedicated staff who believe in keeping the children at the heart of everything they do
- A collaborative desire to be the very best we can be
- Opportunities for professional learning
- A governing body that works hard for the school, providing support but also challenge
- A strong and supportive parent body
- A positive, caring school ethos firmly rooted in our Christian values
- A Trust that offers many opportunities for working together and for collaboration

**How to Apply**

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies, and visits to the school are welcome.

When you have enough information to make your decision to apply, please complete all sections of the application form.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Interviews are to be confirmed and further details about the interview process will be emailed to the candidates in good time.

The Diocese of Salisbury Academy Trust is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required.

**Please view our Privacy Notice for those who have applied to work at the Trust at  
[www.dsat.org.uk/data-protection](http://www.dsat.org.uk/data-protection)**



# Job Description

## Job Title: Assistant Headteacher

**Reports to:** Headteacher

**Responsible for:** All teaching and non-teaching academy staff.

**Statement of Purpose:** Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy.

Under the overall direction of the headteacher play a lead role:

- In formulating the aims, objectives of the school and establishing the policies through which they are to be achieved;
- In being responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement;
- In proactively managing staff and resources;
- Taking full responsibility for the school in the absence of the headteacher;
- Carrying out the professional duties of a teacher as required;
- Taking responsibility for child protection issues as appropriate;
- Taking responsibility for promoting and safeguarding the welfare of children and young people within the school.

## Main Duties:

### 1. Shaping the Future of the Academy

- In partnership with the Headteacher, Academy Standards and Ethos Committee (ASEC) and Academy Trust establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Deputise for the Headteacher in their absence

### 2. Leading teaching and learning in the academy

- Have a significant teaching commitment and delivering strong results for a class of pupils
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management, line managing a number of staff as required
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented

- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### 3. **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management

### 4. **Managing the organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the headteacher

### 5. **Securing accountability**

- Lead and support the staff and ASEC in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

6. **To promote the school's Church and community links by**

- Promoting and maintaining positive relationships with parents, other schools, churches, community groups and external agencies; providing relevant information to all stakeholders.
- Collaborating with other agencies to ensure pupil and community needs are met and to ensure a range of community-based learning experiences.
- Attending ASEC meetings as required to report on the progress of the school.
- Continuing to foster links between the local schools, church and diocese to promote the pastoral and spiritual life of the school and leading regular acts of collective worship in accordance with DSAT and the aims of the DBE.
- Promoting and ensuring equality and fairness including positive strategies for challenging racial and other prejudice.

7. **Safeguarding**

- Be responsible for promoting the welfare of all children and young people.
- Facilitate an organisational culture which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate

8. **To fully comply with the Trust's safeguarding policy.**

9. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Readiness for Assistant Headship.</li> <li>• An excellent classroom practitioner</li> <li>• Successful teaching experience in the primary phase.</li> <li>• Ability to support maintain and develop the Christian ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQSL or other relevant qualifications for leadership.</li> <li>• Recent and relevant in-service professional development and training including Safeguarding</li> </ul>	Application Reference Interview
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• A clear understanding of the essential qualities necessary for effective teaching and learning.</li> <li>• A secure understanding of how to analyse school performance data and how to use it effectively to inform school improvement.</li> <li>• Up to date knowledge of statutory regulations and guidance relating to the post.</li> <li>• A good understanding of school self-evaluation including the processes within OFSTED.</li> <li>• Knowledge of current educational thinking and initiatives.</li> <li>• A firm understanding of Christian values and ethos and a willingness to develop and promote our distinctiveness as a Church of England Primary School.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a school governor.</li> <li>• Experience / Knowledge of working in an outstanding setting.</li> </ul>	Application Reference Presentation Interview School visit
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• An outstanding teacher and leader with a proven track record of high achievement.</li> <li>• Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.</li> <li>• Lead and manage a school team/s to successfully achieve agreed goals.</li> <li>• Be an effective team player that works collaboratively and effectively with others.</li> <li>• Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Demonstrate high quality teaching strategies.</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example.</li> <li>• Contribute effectively to the work of the Headteacher and senior leadership team.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• Work successfully with a range of external agencies.</li> <li>• Good ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting schools beyond your own to achieve desired outcomes.</li> <li>• Experience as a Designated or Deputy Designated Safeguarding Lead.</li> <li>• Experience of leading a whole school curriculum redesign.</li> <li>• Evidence of entrepreneurial approaches and aspirational thinking towards providing unique and outstanding opportunities for all pupils.</li> </ul>	Reference Tasks Collective worship School visit Interview

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A passion for learning that extends beyond the school with a personal commitment to quality and excellence.</li> <li>• The ability to inspire trust and commitment from the whole school community.</li> <li>• The confidence and ability to lead collective worship throughout the school.</li> <li>• The ability to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</li> <li>• Confident, competent and capable of accurate self-assessment.</li> <li>• Emotionally self-aware and self-controlled.</li> <li>• Ability to work effectively and cooperatively between schools and with all stakeholders.</li> <li>• Resilient and resourceful.</li> <li>• Highest expectations of self and others.</li> <li>• Demonstrates optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</li> <li>• Holds and articulates clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</li> <li>• Provides a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.</li> <li>• Able to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</li> </ul>	Reference School visit Interview
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# Diocese of Salisbury Academy Trust

## *'Beyond expectations for all of God's children'*

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

### **Children and young people at the heart of all we do**

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

### **Faithfulness to our Christian tradition**

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

### **Striving for excellence**

We love learning and are passionate about the high standards we can achieve in all aspects of life.

### **Collaboration**

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

### **Celebrating success**

We celebrate the achievements of every individual and share our successes widely.



*'I can do everything through Christ, who gives me strength'*



# Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. From January 2021, the Trust has twenty-two academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The Salisbury Diocesan Board of Education (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board was formed to support their work and to promote new schools. The Diocese today extends over 2,000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. The SDBE works across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in their care. DSAT is open to both church and non-church affiliated schools across the region.

To find out more about our Trust, and to see a map of our locations, please go to [www.dsat.org.uk/welcome](http://www.dsat.org.uk/welcome).