



# Diocese of Salisbury Academy Trust

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



## Marden Vale CE Academy

### Deputy 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 Trust, which works with twenty-two academies across the Diocese. You can find out more about these and the strengths of our organisation 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.



# Marden Vale CE Academy

## Letter from Headteacher

Dear Colleague,

Thank you for showing an interest in the post of Deputy Headteacher at Marden Vale Academy within the Diocese of Salisbury Academy Trust (DSAT). As the Headteacher of this lovely school, I am incredibly excited at the prospect of appointing a deputy with the drive, ambition and skills to continue the work of our dedicated staff and local governing body to help us in our journey towards an Ofsted grading of “Good” and beyond.

We are proud to be a member of the DSAT, which is a strategic and forward thinking Trust that recognises the needs and challenges across all its academies. You will join a team of professionals who are welcoming, compassionate, highly motivated and promote high expectations and aspirations at Marden Vale Academy and throughout the Academy Trust.

This is a non-teaching leadership role but there may be some classroom time to provide cover on an ad hoc basis.

Being committed to excellence, you will be working in collaboration to build strong partnerships with a range of stakeholders, working across the Trust for the growth of thriving Christian learning communities, allowing us to achieve our vision of going ‘Beyond expectations for all of God’s children.’

If you would like further information about this exciting role or to arrange a visit, please contact the office at Marden Vale Academy – [admin@mardenvale.dsat.org.uk](mailto:admin@mardenvale.dsat.org.uk)

I look forward to hearing from you.

Best wishes

**Louise Scrivens**

Headteacher from January 2023



## Welcome to Marden Vale C of E Academy!

Marden Vale currently has 186 children on roll across 7 classes, 2 resource base rooms. We have fantastic resources that are used to make sure children achieve their full potential. These not only include our team of hardworking staff but also our pastoral team and fantastic outside facilities including forest school area and large outdoor stage.

In September 2015, to strengthen our drive for continued school improvement alongside our thirst for greater collaborative working, we joined the Diocese of Salisbury Academy Trust (DSAT). To find out more about DSAT please visit [www.dsat.org.uk](http://www.dsat.org.uk)

Part of the reason for joining a Diocesan Trust was to respect and develop our church school status. We have good links with the clergy of St Mary's Church. As well as clergy leading some worship within our school, we also hold services in church, support community events and use the church as a learning resource for our children.



# Job Advert

<b>Job Title</b>	Deputy Headteacher
<b>Academy Name</b>	Marden Vale CE Academy
<b>Location</b>	Calne, Wiltshire
<b>Contract Type</b>	Permanent
<b>Hours</b>	1.0 FTE
<b>Salary</b>	L4 – L8 £45,434 - £50,151
<b>Pension</b>	Teacher's Pension Scheme
<b>Contact</b>	Vikki Hamer 01249 813505
<b>Closing Date</b>	16 September 2022 at 9.00am
<b>Interview Date</b>	23 September 2022
<b>Start Date</b>	1 January 2023

Marden Vale is an exciting and stimulating place to be. We are at a critical point in our journey to an Outstanding school. Key to our journey is our Deputy Headteacher. We are looking for person with drive, determination and passion, to keep us moving forward seamlessly.

Working with our fantastic Headteacher, Louise Scrivens, you will be valued, supported and challenged in equal measure as we look to deliver the very best education for our children. Our commitment is to support you in your professional development and towards the next successful steps in your career.

This role would suit an experienced Deputy Headteacher or senior / middle leader who is keen to broaden their experience and make a significant contribution to school-wide development. You need to be ready to hit the ground running and be prepared for the challenges ahead – this is a real opportunity to make an impact within the school and the Diocese of Salisbury Academy Trust.

You will be an excellent teacher with great communication, excellent teamwork skills and a desire to see accelerated progress. You will be a leader who is able to motivate and inspire the staff team, within a caring Christian culture.

The school is committed to ensuring the safety and well-being of all children in its care and candidates will be asked to demonstrate an understanding of safeguarding children and complete an enhanced DBS check prior to appointment.

Our school values diversity in our workforce and welcomes applications from all sections of the community.

Full application details are available at <https://www.mardenvale.dsat.org.uk/vacancies/>

We welcome visits to our school, please contact the office on 01249 813505 to arrange a mutually convenient date and time.

## 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 these can be arranged between yourself and the school.

When you have enough information to make your decision to apply, please complete all sections of the application form. Please note that CV's will not be accepted.

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.

Marden Vale CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.



# Job Description

**Job Title:** Deputy Headteacher

**Grade:** L4 – L8

**Reports To:** Headteacher

**Salary Range:** £45,434 - £50,151

## Main Job 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 deputy 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 schools and establishing the policies through which they are to be achieved;
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement;
- Proactively manage staff and resources;
- Take full responsibility for the school in the absence of the Headteacher;
- Carry out the professional duties of a teacher as required;
- Take responsibility for child protection issues as appropriate;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## Main Duties:

1.	<b>Shaping the future</b> <ul style="list-style-type: none"><li>• In partnership with the Headteacher, local governing board and Academy Trust establish and implement an ambitious vision and ethos for the future of the school</li><li>• Play a leading role in the school improvement and school self-evaluation planning process</li><li>• In partnership with the Headteacher manage school resources</li><li>• Devise, implement and monitor action plans and other policy developments</li><li>• Lead by example to motivate and work with others</li><li>• In partnership with the Headteacher, lead by example when implementing and managing change initiatives</li><li>• Promote a culture of inclusion within the school community where all views are valued and taken into account</li></ul>
2.	<b>Leading teaching and learning</b> <ul style="list-style-type: none"><li>• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community</li><li>• Work with the Headteacher to raise standards through staff performance management</li><li>• Lead the development and delivery of training and support for staff</li><li>• 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</li><li>• 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</li><li>• 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</li><li>• Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school</li><li>• Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards</li><li>• Ensure through leading by example the active involvement of pupils and staff in their own learning</li></ul>



3.	<p><b>Developing self and others</b></p> <ul style="list-style-type: none"> <li>• Support the development of collaborative approaches to learning within the school and beyond</li> <li>• 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</li> <li>• Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn</li> <li>• Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting</li> <li>• 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</li> </ul>
4.	<p><b>Managing the organisation</b></p> <ul style="list-style-type: none"> <li>• Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate</li> <li>• Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication</li> <li>• Working with the Headteacher, undertake key activities related to professional, personnel/HR issues</li> <li>• Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school</li> <li>• Be a proactive and effective member of the senior leadership team</li> <li>• Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate</li> <li>• To undertake any professional duties, reasonably delegated by the Headteacher</li> </ul>
5.	<p><b>Securing accountability</b></p> <ul style="list-style-type: none"> <li>• Lead and support the staff and local governing body in fulfilling their responsibilities with regard to the school's performance and standards</li> <li>• Support the Headteacher in reporting the school's performance to its community and partners</li> <li>• Promote and protect the health and safety welfare of pupils and staff</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school</li> </ul>
6.	<p><b>To promote the school's Church and community links by:</b></p> <ul style="list-style-type: none"> <li>• Promoting and maintaining positive relationships with parents, other schools, churches, community groups and external agencies; providing relevant information to all stakeholders.</li> <li>• Collaborating with other agencies to ensure pupil and community needs are met and to ensure a range of community-based learning experiences.</li> <li>• Attending LGB meetings as required to report on the progress of the school.</li> <li>• 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.</li> <li>• Promoting and ensuring equality and fairness including positive strategies for challenging racial and other prejudice.</li> </ul>
<p><b><i>This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the Academy. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.</i></b></p>	



## Person Specification

Key criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Readiness for Deputy Headship.</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>
<b>Knowledge</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 as an assistant Head or a Deputy Head.</li> <li>• Experience of being a school governor.</li> <li>• Experience / Knowledge of working in an outstanding setting.</li> </ul>
<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> </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>

Key criteria	Essential	Desirable
	<ul style="list-style-type: none"> <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>	
<b>Personal Attributes</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> </ul>	<ul style="list-style-type: none"> <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 the wider society.</li> <li>• Able to inspire and influences 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>



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.

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

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.

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

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.

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



# 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).