



Diocese of Norwich
Education and
Academies Trust

St Mary Federation

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Recruitment Pack



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Welcome to St Mary Federation!

Our Vision – St Mary Federation Vision Statement

‘Many people, one body, many gifts, working together’

We aim for strong leadership from staff, governors and pupils. We strive to become even better teachers and learners, ever more considerate and engaged pupils and to deliver an ambitious curriculum so that exceeding expectations becomes the norm.

To support this aim we take strength and direction from 1 Corinthians 12

12 The body of Christ has many different parts, just as any other body does. ... 25 He did this to make all parts of the body work together smoothly, with each other.

Our values of Courage, Curiosity, Confidence, Collaboration and Compassion underpin all we say and do, so that we can lay a solid foundation from where our children can be bold and confident, having the strength to overcome challenges and to build for themselves successful and fulfilling lives – just as Jesus intended.

Developing our children as leaders of the future, we take inspiration from the stories of Jesus and other historical and contemporary figures, aiming for them to be:

Courageous: standing up for what we believe in, embracing difference and setting high expectations.

Curious: Asking questions, solving problems and hungry to learn.

Confident: Having a growth mind-set, being good communicators and aiming for excellence.

Collaborative: Keen to tap into others’ expertise and enthusiasm, being team players and valuing and supporting everyone within our community and the wider world.

Compassionate: Respectful, caring, having empathy.



Aims of our Federation

Within the Anglican ethos of the Church of England Foundation and our academy environment based on respect, our academy aims to:

Promote high aspirations, nurture ambition and generate motivation for life-long learning, embracing the wider world;

Cater for the needs of all pupils regardless of ability, race or culture and for everyone to share in the moral and spiritual life of the academy;

Provide a broad, balanced, high quality education including a wide range of experiences and opportunities, enabling children to achieve their maximum potential in all areas of the curriculum, ensuring opportunities for all to succeed;

Create a happy, healthy, secure and stimulating environment to help children develop their own personalities, confidence, independence and curiosity to learn;

Encourage children to develop responsibility, independence, self-esteem, and a set of personal values to equip them for future challenges;

Warmly welcome parents and treat them as partners;

Value every member of the Community, showing mutual respect and tolerance of the needs and feelings of others.





Academy Rules

Ready

Respectful

Safe

We have high aspirations

- nurturing ambition and generating motivation for life-long learning, embracing the wider world
- catering for the needs of all pupils regardless of ability, race or culture and for everyone to share in the moral and spiritual life of the school

We offer great learning opportunities

- providing a broad, balanced, high quality education including a wide range of experiences and opportunities
- enabling children to achieve their maximum potential in all areas of the curriculum
- ensuring opportunities for all to succeed

We put children at the centre of what we do

- creating a happy, healthy, secure and stimulating environment to help children develop their own personalities, confidence, independence and curiosity to learn
- encouraging children to develop responsibility, independence, self-esteem, and a set of personal values to equip them for future challenges

We value our community

- warmly welcome parents and treat them as partners
- value every member of the community, showing mutual respect and tolerance of the needs and feelings of others.



Letter from CEO of the Diocese of Norwich Education and Academies Trust

Dear Prospective St Mary Federation Executive Headteacher,

Thank you for your interest in this role. St Mary Federation has only recently (1st January 2022) joined our Trust of schools but we are delighted to have welcomed them into our family.

The federation comprises Docking and Brancaster Church of England Primary Academies. The schools are situated in one of the most beautiful parts of our Diocese, the north Norfolk coast. Both schools are at the heart of their communities to experience and learn from their environments. The federation strapline is courage, curiosity, confidence, collaboration and compassion. This inspires everything that the schools do.

The Diocese of Norwich Education and Academies Trust (DNEAT) is one of the two Diocesan Trusts within in the Diocese of Norwich. We now comprise of 38 academies. Everything we do is driven by our four key Christian values of ‘courage, community, kindness and wisdom.’

We have an excellent record of working with our Headteachers to improve schools and over the last three years have improved the proportion of our schools that are good or better from 55% to 84%. We’ve also worked hard to improve pupil outcomes and our outcomes at the key measure of KS2 combined is now above the Norfolk average and closing with the national average year on year.

The support we provide is based upon learning centred leadership, which means collaboration is built in to all that we do. Headteachers meet termly, with others in their region, to decide priorities and allocate additional school improvement spending. This process is led by one of our Academies Group Executive Principals, who provides ongoing support and challenge to each Headteacher so they can achieve what we all want for our children and communities.

We would be delighted to speak to anybody interested in the role. I do hope you will consider taking an application forwards.

Yours sincerely

Oliver Burwood
DNEAT Chief Executive Officer



Letter from the Chair of the Academy Local Governing Body

Dear Applicant,

On behalf of the transition board, I would like to take the opportunity to thank you for your interest in the post of Executive Head Teacher at the St Mary Federation.

Our two schools at Docking and Brancaster, are located in the heart of rural Norfolk, close to the picturesque North Norfolk Coast. We are looking for an individual who can provide strong leadership and support and who is able to establish strong relationships with our parents, and other members of our communities.

The successful candidate will have a passion for delivering an enriched and varied curriculum which excites and engages all learners. A commitment to further developing learning, including opportunities for learning beyond the classroom is essential for this role.

The federation joined the Diocese of Norfolk Education Academies Trust in January 2022, under the leadership of the current headteacher. He has worked hard to integrate the federation into the trust but is now retiring from his role.

Our staff team is extremely dedicated, hardworking and inclusive. They are ambitious for our pupils and share a nurturing ethos, which is evidenced through our core values. As two primary schools, we are looking for someone with a strong track record of leadership within the primary phase (including early years), not necessarily with previous experience as a Headteacher, although this would be an advantage. The role might suit an individual who is looking to take the next step into senior leadership and the successful candidate will be well supported by the trust central team.

The job description and person specification spell out the post's key features and requirements. In addition, we are clear that successful leadership in the context of our work is evidenced by enthusiasm, optimism, openness and honesty, and by a commitment to our vision and distinct values.

If, having read through this pack, you feel you are the right person to lead our schools, we would love to hear from you. We look forward to welcoming you to this very special part of Norfolk.

Yours sincerely,

Bruce Gordon
Chair of the transition board



Letter from the Current Executive Headteacher

Dear Executive Headteacher applicant,

I am delighted that you have shown an interest in our schools. I am retiring from teaching, but will miss this community very much. The schools have achieved a lot in the last few years and have so many strengths.

We currently have very experienced and capable staff, who are highly valued in the school community. The children are keen to learn and well behaved. Both schools have lovely, buildings, grounds, resources and have healthy pupil numbers. Our staff team are committed and have a shared vision and values. Their enthusiasm, with a strong nurturing ethos, makes the schools wonderful places within which to work and learn.

Brancaster has higher proportions of children with SEN and so higher staffing ratios, which allow team teaching opportunities, which I know are highly valued.

Docking experienced staff changes in Y5/6 last year, which we have overcome and have again built a strong, collaborative team.

We have very close links with the church in both schools. The Diocese also provides support through training, advice and pastoral support. Staff are actively supported through DNEAT Multi Academy Trust, which provides meticulously structured career development for all staff. This also includes opportunities to benefit from collaborative enterprise, networking and access to quality CPD.

Each school has created a curriculum for all its pupils to help them achieve as well as they can academically, while also developing a love of learning. I feel that the school would benefit from a candidate who is passionate about reviewing and adapting our curriculum to inspire our children.

Please feel free to contact me for an informal talk about the post. I hope that you will be encouraged to apply and become the next Executive Headteacher of the St Mary Federation. Very best wishes,

Gavin King
Executive Headteacher



The Diocese of Norwich Education and Academies Trust (DNEAT)

Our Values: These are the ‘guiding stars’ for all we do as a Trust of schools. They were revisited in 2021 and we selected the following 4 key values to underpin the work that we do together;

- Community
- Kindness
- Courage
- Wisdom

Vision: The Trust aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The Trust is driven by the moral purpose of making a significant difference to the outcomes of young people in order to best prepare them for their next stage of education and adult life. The Trust is focused on transforming young people’s lives and therefore life chances by providing the perfect balance between excellent education and uncompromising pastoral care.

The Trust seeks to develop with its academies ‘a system of continuous improvement and innovation that is simultaneously bottom-up, top-down and sideways’ and through which it ‘cultivates a culture of purposeful learning that is neither tightly controlled nor too loose’ (Michael Fullen).

DNEAT is not simply a holding body for a series of largely autonomous units. Instead it creates opportunities for academies to learn from and support each other through: shared purpose, shared leadership, shared systems, shared resources and shared accountability.

DNEAT enables individual academies to work together in order to:

- Promote and sustain a culture of high expectation, rapid improvement and interdependency.

DNEAT ensures that:

- Autonomy does not lead to isolation, diversity does not become a barrier to collaboration and accountability does not rely exclusively upon regulation.
- We are part of this family of academies



What are the benefits of being part of DNEAT?

1. Doing things right

Trust governance:

- Ensuring compliance with recognised governance practices and frameworks
- Development and dissemination of Trust Core Policies
- Small Schools Review response
- Clerking support and quality assurance
- Provision of Governor Improvement Associates
- Facilitating Academy Improvement Reviews
- Development of GovernorHub as a resource and a repository for the MAT

Local governance:

- Annual timetable of meetings, and resources (agenda/designed governor resources/templates/skills/self-assessment) to support local governors
- Development of Critical Guide to Questioning
- Quality assurance visits and reports
- Training – standard offer plus specific face to face training
- Chair of Governors' termly forum
- Bespoke support to each local governing body
- PEX/Complaints/Grievance Panels including clerking and support

Performance Management:

- Leading process of Headteacher Performance including write up of review and quality assurance across the Trust
- Teachers' appraisal data capture and statutory reporting to Trustees and Unions

2. Staying safe

- A cycle of safeguarding audits
- Health and Safety audits
- General Data Protection Requirement (GDPR) updates and training
- Rapid response to safety issues
- Support for HR concerns and liaison with EPM
- Finance support and budget management



What are the benefits of being part of DNEAT?

3. Improving together

Quality and Accountability:

- Academies Group Executive Principal bespoke support and challenge
- Termly, quality assured Academy Improvement Review
- Annual Effectiveness Review (led by Ofsted inspector)
- Leadership capacity reviews as needed
- Quality Assurance of Local Governing Body function.

Improvement and Development:

- Assess to DNEAT 'tools' (Single Change Plan format, Operational Overview format, Head teacher's report/SEF format, SOAP)
- Regular Ofsted updates
- Support before, during and after Ofsted inspection (and SIAMS inspection)
- Comprehensive Continuing Professional Development programme (100 events) to include moderation of work opportunities for all year groups
- Annual Staff CPD event
- Annual Support Staff CPD event
- Senior and middle leader networks (heads, deputies, SendCos, Subject leads, Early Years Leads)
- Head teacher Regional Alliance
- Brokerage and subsidy of Better to Best offer (linked to regional priorities)
- Externally brokered Pupil Premium Reviews and Impact Assessments
- Externally commissioned Trust wide GL Assessments
- Bespoke Trust wide opportunities (Shirley Clarke – Assessment for Learning)
- Assessment and data analysis support
- HMI project
- Involvement in Strategic School Improvement Funded projects
- Trust wide celebrations – The Big Sing.



[September 2017 – 53% schools good or better; April 2020 – 84% schools good or better]



DNEAT Model of Learning-Centred Leadership

Principal Foundation:

- DNEATs approach to improvement is driven by Christian mission, values and principles. This brings purpose to leadership at all levels across the organisation, including within and beyond individual academies.
- DNEAT expects leaders to exhibit the character required to be ‘servant’ leaders within their community for the benefit of the children in their care; whereby Christian distinctiveness becomes the principle foundation of their work in improving outcomes and raising standards.
- In order to maximize the influence and impact of its leaders DNEAT promotes a model of learning-centred leadership. This provides a relevant and sharply focussed framework for values-led improvement.

Learning-centred leadership:

DNEAT expects that leadership across the Trust will involve a strong commitment and concern for pupils’ learning. Expressed another way, what is distinctive about school leadership, compared to the leadership of other organisations is that it is centrally concerned with improving pupils’ developments and achievements.

Research tells us that school leadership has significant effects on student learning, second only to the effects of the quality of the curriculum and teachers’ instruction. Leadership is therefore most powerful and potent when it focuses on developing pupils’ learning and strengthening teaching. This is why the idea of learning-centred leadership is so important.

DNEAT will therefore establish, promote and support a climate of high achievement through learning-centred leadership by enabling leaders to make excellent decisions about:

- What is taught (curriculum)
- How it is taught (pedagogy)
- How it is assessed (formative and summative assessment)
- How learning is delivered and resourced (organisation)

Although Headteachers can draw on others for this process they must be seen to be confident about these issues and their implications. If learning is at the centre of the school’s purpose they need to know what is happening within classes and among individual pupils and ensure the efforts of all staff are focused on pupil learning. In order to create the right capacity for Headteachers to make this their primary function DNEAT will strip away as far as it is able, other leadership responsibilities delegated through the Education Reform Act of 1988 which introduced Local Management of Schools (LMS); for example, by introducing efficiencies through the procurement of external services such as HR, joint-purchasing and back-office finance functions.



DNEAT will also seek to recruit and develop leaders who have knowledge of and technical excellence in teaching and can provide themselves, or recognise and encourage skills in others, for learning and assessment. This priority will underpin other ways of working, such as through the support and challenge.

provided by the AGEPS. It will dominate the way they communicate, the way they collect and review data, respond to staff development issues and shape the culture and structure of the academies they work with. In effect, they will model the learning-centred leadership we expect of those who lead our academies.

DNEAT will enable school leaders to work with and through others to influence teachers' practice through learning-centred leadership. In doing so, DNEAT will promote three powerful tactics for leaders to use:

- Modelling
- Monitoring
- Dialogue

These represent the essential methodology required to successfully implement whole school decisions to improve the curriculum, pedagogy, assessment, their organisation and delivery.

Finally, DNEAT will systematically seek through its succession planning strategy, to identify, develop and utilise leadership talent in a way that builds capacity, competence and character through servant and learning-centred leadership. It therefore seek to recruit and grow individuals who understand that:



- Leadership is contextualised because where they are affects what they do as a leader. There is no one way to be successful in all situations. Outstanding leadership is exquisitely sensitive to the context.
- Leadership is collaborative because we need leaders who can work together and learn with one another in order to share effective practices both in and beyond their academy.
- Leadership is distributed because we think about leadership rather than just the leader. Belief in the power of one has given way to the belief in the power and reach of everyone.
- Leadership is about providing a sense of direction to know where you are going. Good leaders 'see ahead', 'see behind', 'see above', 'see below', 'see beside', 'see beyond' and significantly 'see it through' (Henry Mintzberg 2003). They are aware of what is happening outside the school which will have implications for what goes on inside it and are capable of implementing change even when it is difficult to do so.



About the Areas

Docking is a pretty village in the north western corner of Norfolk which can trace its origins back to Roman times. Within this pretty village there is a pub, The Railway Inn, a post office and shop and a chip shop.

Docking Market is a local market offering local produce and products. The market takes place on Wednesday mornings at 'Ripper Hall' the village hall.

The village is only 3-4 miles from the coast including the resort of Hunstanton and is a great base for exploring many surrounding attractions.

Brancaster is a village and civil parish on the north coast of the county of Norfolk. Located in west Norfolk, Brancaster's coastline is considered a place of outstanding natural beauty. It is noted for its wealth of bird life and is a popular place for both birdwatchers and walkers.

Brancaster has plenty of holiday accommodation, places to eat and places of interest such as Scolt Head Island.





Getting in touch

Address: Chequers St, Docking, King's Lynn PE31 8LH

Phone Number: 01485 518 344

Email: office@docking.norfolk.sch.uk

Executive Headteacher: Mr Gavin King

Chair of Governors: Mr Bruce Gordon

Website: <https://www.stmaryfederation.co.uk/>

Ofsted Report: Good

Trust Website: www.dneat.org





Advert

St Mary Federation

Number on Roll in Federation: 148

Number on Roll (Docking Primary): 111

Number on Roll (Brancaster Primary): 37

Start Date: September 2023/January 2024

Contract Type: Full Time

Salary: L12-18

Contract Term: Permanent

This is a rolling advert.



HOW TO APPLY

Completed application forms and cover letters should be emailed to Jo Leach, Head of HR for DoNESC, at jo.leach@donesc.org. This is a rolling advert. CVs will not be accepted.

References will be requested prior to interview and referees may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

These are exciting times within the St Mary Federation!

We want to accelerate into the next phase of our development and require a highly motivated and skilled individual to lead the way in a thriving community that cannot wait to work with you!

As Executive Headteacher, you will be at the forefront of maintaining and developing relationships and collaborations with our staff and wider communities, developing our provision and, above all, ensuring that we meet the needs of all our children.

In an ever-changing educational environment, there will be many exciting challenges ahead. Our schools need to develop ever stronger links.

You will be supported by the Diocese of Norwich Education and Academies Trust.



In particular, we are looking for an Executive Headteacher who:

- Possesses the experience, motivation and resilience to move us forwards and embrace any further challenges.
- Understands that thriving schools can be the beating heart of a rural community and that their success or otherwise affects the wider community.
- Has the character to ensure that personal virtues and organisational values enhance outcomes.
- Has the passion to focus relentlessly on what's best for pupils in their context. Is an inspirational leader who is committed to delivering the schools' vision for the children, staff and communities we serve.
- Has the initiative to promote new and innovative ideas whilst sustaining what already works.
- Has the ability to develop outstanding educational provision that results in outstanding outcomes.
- Has the willingness to understand what the team has to offer and get the best from them.
- Has the ambition to drive a rich and varied curriculum which engages and inspires every child.
- Has the aspiration to take the school to the next level and the inspiration to take us with them on the journey.

We can offer:

- Peer to peer networking, collaboration, challenge and support.
- Geographically focused development opportunities within the west hub of academies including dedicated support from a key professional.
- The security- of working in a climate of shared accountability.
- Investment in your professional development and future career.
- A research-based approach to academy improvement that builds capacity from within.
- Opportunities to contribute to the development of a growing organisation and trust wide improvement initiatives.
- Access to a suite of core services that enable you to focus more on leading, teaching and learning.
- A values-led approach that underpins the attitudes and behaviour of individuals and the family of Church academies.

This is an amazing opportunity to join a progressive Multi Academy Trust. We can offer a proactive working environment, in which we actively encourage CPD, offer a real sense of family, have fantastic benefits such as Health Shield and a Cycle to Work Scheme, all underpinned by our Christian Ethos and Values.



Further information

The post-holder will need to be able to communicate effectively in English both orally and in writing in order to undertake the requirements of the role.

For an informal, confidential conversation about the role please call the current Executive Headteacher, Mr Gavin King, on 01485 518344 or email head@thestmaryfed.norfolk.sch.uk. Gavin has been engaged to support us with recruitment in this key role.

You are warmly invited to visit us before applying and we hope you get a palpable sense of the special atmosphere of our schools. Please see the Recruitment Pack for more contact details and you are encouraged to explore the MAT, Federation and school websites to get a feel for our schools and their cultures.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Culture and ethos

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work.
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
- Treat everyone as a valued individual who is loved by God.
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice.
- Work collaboratively developing the concept of family across the Trust and their academies.
- Ensure regular, open and honest communication in all professional duties.
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.
- The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Job Description: Executive Headteacher

Range: Leadership Scale Point L12 – L18

Responsible to: Diocese of Norwich Education and Academies Trust CEO & Academies Group Executive Principal

Purpose and Scope

- As a member of the Federation Leadership Team to share the strategic lead, working in conjunction with the Diocese of Norwich Education and Academies Trust in the development and improvement of all the academies in the Federation.
- To lead the Federation's Senior Leadership Team - this includes the Assistant Headteacher, the SEND and Inclusion Leader and the Senior Teachers.
- Working through the Operational Overview, lead meetings with Teaching Staff to communicate strategic development, implement new initiatives and monitor standards to secure improvement.
- To provide the Local Governing Body, Diocese of Norwich Education and Academies Trust with clear information, advice and recommendations regarding the strategic development and standards across the Federation.
- To attend the Local Governing Body and the identified Governor's sub committees.
- To structure Performance Management reviews and target setting meetings to hold Teachers and staff to account across the Federation.
- To communicate the Federation's vision, values, ethos and approaches to families and the wider community.
- To contribute to the Federation's self-evaluation.
- To lead on assessment.
- To develop and maintain strong links with parents and the wider community to sustain high levels of involvement in their children's learning.
- Model excellence and high aspirations by example always.
- Contribute to the wider Diocese of Norwich Education and Academies Trust community through sharing good practice and involvement in Trust wide activities.
- Collaborate with other agencies to develop strategies to provide for the academic, spiritual, moral, social emotional and cultural well-being of pupils.

Teaching and Learning

- Be an outstanding teacher and role model for teaching and learning.
- Raise the quality of teaching, improve pupil's achievements and increase pupil progress by setting high expectations, monitoring the impact of intervention and evaluating the effectiveness of learning outcomes.
- Establish creative and effective approaches to learning and teaching in all areas of the curriculum.
- Provide support to improve the practice of individual teachers where required.



- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Implement strategies which ensure the highest standards of behaviour and attendance.
- Teach a class where required.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

Finance Resource Management

- To be involved in the implementation of the Federation's financial, accounting and support service policies, systems and procedures; ensuring that they adhere to the Diocese of Norwich Education and Academies Trust requirements, government guidelines and financial regulations.
- To be involved in the preparation, monitoring and control of the annual Federation budgets.
- To be responsible for the preparation, implementation and impact assessment of the Pupil Premium budget and Sports Premium funding and the development of clearly costed and evaluated plans.
- To share involvement in the preparation of financial information required for proposals, recommendations or bids and maximise income generation from grants, fundraising and sponsorship.
- Contribute towards promoting the Christian ethos of the Federation and the Diocese of Norwich Education and Academies Trust.

Human Resource Management

- To deploy staff effectively across the Federation.
- To support the recruitment process for Teachers and Support Staff.
- To support the preparation of documents for agreed agenda items at Local Governing Body meetings.
- To manage the implementation of HR related policies across the Federation.
- To motivate and encourage team work and good practice in order to strive for excellent standards and outcomes for children.
- To provide leadership and guidance to staff on HR issues and to deal with grievance procedures as required.
- To ensure that staff expenses are operated within the Diocese of Norwich Education and Academies Trust guidelines and policy.
- To ensure that staff absence management procedures are applied and that these reflect Diocese of Norwich Education and Academies Trust policies and triggers.
- To ensure that the Federation is represented at the core Diocese of Norwich Education and Academies Trust training events.



ICT systems and assessment

- To have responsibility for the effective day to day provision of ICT across the Federation.
- To ensure that the Federation assessment platform is updated and current.
- To ensure Diocese of Norwich Education and Academies Trust and DFE deadlines for data submission are met.
- To ensure the Management Information system is current and complete.
- To collate information and write reports highlighting what assessment information is showing and how it needs to be acted on.
- To be involved in the monitoring, cost and development of ICT to help ensure that children and staff have access to reliable modern technology.

Premises, Health and Safety

- To be the Designated Safeguarding Lead. To lead on safeguarding across the Federation.
- Ensure the sites are kept safe and tidy through liaison with cleaning and site staff.
- To share responsibility for the Federation Asset Management Plan - ensuring it is kept updated and redundant items are removed.
- To oversee and review capital expenditure to develop and improve the premises.
- Ensure that staff are kept updated on Health and Safety procedures.
- Act as a key holder.
- Manage the use of the sites to maximise income from lettings.

Organisational Relationships

- Works closely with other members of the Diocese of Norwich Education and Academies Trust's Chief Operating Officer and other senior Diocese of Norwich Education and Academies Trust staff.
- Direct line management responsibility for Teachers and Teaching Assistants.

Statutory Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.
- Carry out their duties with the due regard to the Trust's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To support and participate in federation activities that reflect the Christian ethos of the academies.
- Undertake other similar duties and activities that fall within the grade and role as may reasonably be required by the Diocese of Norwich Education and Academies Trust.



General

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The post holder must be flexible to ensure the operational needs of the schools are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work areas in the schools.
3. The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools' Health and Safety policies and procedures.



Person Specification: Executive Headteacher

Experience	Essential/ Desirable
Experience of working at a senior/middle management level and holding line management responsibility	E
Teaching experience across the primary age range	E
Experience of leading whole school initiatives with evidence of positive impact on outcomes for pupils	E
Leadership of a core curriculum area	E
Experience of using assessment systems and data analysis	E
Experience of holding staff to account through performance management	D
Experience of school finance	D
Project and change management experience	D
Experience of site and building management	D
Qualifications and training	
Qualified Teacher Status	E
Designated Safeguarding Lead training	D
NPQH	D
Knowledge and Skills	
Experience across the appropriate age range and in a small school. An excellent teacher who can lead by example	E
Ability to multitask and prioritise in a fast-moving environment	E
Ability to negotiate and mediate	E
Demonstrate experience of senior leadership as a minimum as a Deputy Head, Assistant Headteacher or equivalent. Can lead teams	E
Enthusiasm and expertise in developing and implementing a curriculum that is exciting and inspiring for children and staff alike. Can coach, support and challenge	E
Up to date knowledge and understanding of Ofsted and SIAMS expectations and framework	E
Involvement in a SIAMS inspection	D
Personal Qualities	
Passionate commitment to education	E
Ability to work calmly under pressure	E
Integrity, professionalism, and reliability	E
Enthusiasm and a positive 'can do' disposition	E
Excellent interpersonal skills	E
Supportive of the Federation's Christian ethos	E
Setting and achieving challenging goals	E