



Didsbury CE

Head of School Position



St James & Emmanuel
Academy Trust



“ We would love a fantastic teacher.
We would of course give him/her
a warm welcome. **”**

Welcome to Didsbury CE Primary School

Welcome and thank you for your interest in the post of Head of School at Didsbury Church of England Primary School. Didsbury CE is a well-established faith school, located in the heart of the historic urban village of Didsbury, Manchester. The school, which occupies a Grade II listed building, can trace its foundation back to 1612 when the then Lord of the Manor, Sir Edward Moseley endowed a post of school master in the local church.

Didsbury CE is a Group 2 mixed primary school of 236 pupils (including nursery), ranging from 3 – 11 years of age. The school was last inspected by OFSTED in November 2008 and was judged to be outstanding. In recent Sunday Times rankings the school has featured as one of the top performing schools in England. In January 2019 the school received a SIAMS inspection and was judged to be excellent.

To lead the school on its continuing journey we are seeking a dynamic and innovative leader with experience of school improvement. The Head of School will be able to take full advantage of the freedoms the school has as an academy and the close partnerships with other schools within the St James and Emmanuel Academy Trust.

The Trust has its heart in the local communities of South Manchester and Withington Deanery. Our Academy family is small and rooted in the Christian faith; in addition to Didsbury CE, it includes three other schools. West Didsbury CE is a relatively new school, opened in September 2015 to provide places for children unable to gain a place in the over-subscribed Didsbury CE. St Wilfrid's CE Northenden was sponsored by the Trust in 2015, following a poor inspection. It is now rated as good. In 2019 St Elisabeth's CE Reddish, was welcomed into the Trust.



The St James and Emmanuel Academy Trust passionately believes in an inclusive and collaborative approach to working. We provide opportunities for developing and sharing best practice, networking and staff development. These characteristics are enhanced by access to the expertise and specialist resources of the Trust, the Diocese of Manchester and local educational partnerships.

With shared values and a child-centred approach to teaching and learning, this is an opportunity to provide strategic leadership and direction to a school committed to improvement. We take the view that our schools have different needs. These emerge from their unique context, but we share a faith and set of core principles, which informs our work.

The Heads of School work in partnership with our CEO, Trustees, Governors, staff, parents and carers to effect a programme of long-term and sustainable improvement. We believe this approach will have a real impact for the pupils, for the staff and the wider community.

We are looking for an outstanding Head of School with the skills, leadership and enthusiasm to ensure Didsbury CE Primary School remains a centre of educational excellence for its pupils and community. If you believe you have the skills and expertise to make such a significant contribution we hope you will apply.

Thank you once again for your interest in the leadership of Didsbury CE Primary School. We very much look forward to receiving your application.



Dear Candidate

The founding and development of the St James and Emmanuel Academy Trust has been an amazingly inspiring and exciting journey. As a team of volunteer trustees we've created a sustaining and holistic vision for the schools in our care and we are seeking a Head of School at Didsbury CE who will join us in the next stage of this spiritual and educational journey.

We are looking for a Head of School who sees their work as a vocation, a calling, not simply a job to be done. If that's you then we might just have the ideal opportunity for you here.

The St James and Emmanuel Trust only came into being in 2015, but stands on the shoulders of a successful four-hundred-year commitment to our original school, Didsbury CE Primary. In 2015 we added a brand-new school, West Didsbury CE Primary, and became a multi-academy trust. The invitations to welcome St Wilfrid's CE Primary and subsequently St Elisabeth's CE Primary into our family of schools came as something of a surprise to us, but after deep and careful consideration we felt a strong sense of conviction that it was right for us to open the doors of our Multi Academy Trust to other local Anglican school communities and to share our values and expertise with them, and they with us.

If you share our values and if you want to become part of a group of schools who work in a friendly and supportive team, then we'd love to receive your application. But what are those values?

There are three key values that underpin the work of the Trust. These can be summed up in three words: **Belonging**, **Believing** and **Becoming**. To '**belong**' is to be part of a family, to know you are valued for who you are, not just what you achieve. As a Christian Foundation our primary place of belonging is in and with the God who loves us, and this informs the culture of acceptance, tolerance and forgiveness that creates and sustains our schools. If you are a parent, a member of staff, or a pupil at our schools then you belong, whatever your beliefs, whatever your background. To '**believe**' is to grow as a whole person, not just an economic entity. It is to believe in your gifts and talents and to be encouraged and nurtured in an environment of academic excellence and to learn from inspiring teaching professionals. To '**become**' is the mysterious element in our educational vision. When a child or a member of staff has the security of belonging, and believes in themselves and their environment, then they will 'become' the wonderful and unique person they are destined to be. We will nurture this individuality through a creative and inspiring curriculum and provide opportunities to experience and experiment. To educate is to draw out the uniqueness of the individual and to let it shine.

These are the values of the Trust. If you share them then please apply, we'd love to meet you. Come and join four hundred years of experience, come and shape the future.



Revd Dr Nicholas Bundock (Rector & Trust Member)



*“What's best about this school
is that it's a Christian school.”*

Head of School – Job description

Introduction

The St James and Emmanuel Academy Trust and its Local Governing Body together with Manchester Diocesan Board of Education upholds the principle that the Distinctive Christian Character of a Church school should be reflected in the job description for the Head of School, together with the Standards of Excellence for Headteachers (2020). The Head of School is expected to work in partnership with, and be responsible to the Chief Executive Officer, ensuring the school reflects the Church of England Vision for Education and the three key values of the Trust: **Belonging**, **Believing** and **Becoming**. These are firmly rooted in Jesus' vision of the kingdom of God as described in the parable of the mustard seed, Mark 4v30-32.

Our Christian school exists to provide a welcoming environment in which everybody is cherished and challenged to fulfil their potential.

① EDUCATING FOR WISDOM, KNOWLEDGE AND SKILLS.

To ensure these the Head of School will:

- Hold and articulate clear Christian values and purpose in accordance with the distinctive nature of a church school, focussing on providing 'wisdom, knowledge and truth'.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own experience, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally including the continuing role of schools with a religious character and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision and distinctive Christian character and values, ably translating local and national policy into the school's context.
- Communicate compellingly the school's Christian vision and drive the strategic leadership, ensuring all have the skills needed to shape life well.
- Inspire and lead the school as a worshipping community, which demonstrates the Christian vision and Christian values in everyday work and practice.
- Regularly review own practice, set personal targets and take responsibility for own personal and spiritual development.
- Act as spiritual leader to staff and pupils.
- Ensure that Religious Education and Collective Worship are central to the life and teaching of the school, and set a high personal example in these aspects.
- Provide for the daily act of Collective Worship demonstrating the tenets of the Anglican tradition, in accordance with the school's Trust Deed in consultation with the governing body

- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance.

② EDUCATING FOR HOPE AND ASPIRATION.

To achieve these the Head of School will:

- Build a culture that recognises the worth of each individual whilst encouraging all to stretch themselves spiritually, morally, imaginatively and actively, to aspire to be the best they can be.
- Pay particular attention to supporting the disadvantaged to achieve their God given potential.
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes, hopes and aspirations.
- Secure excellent teaching through an analytical understanding of the core features of successful classroom practice and curriculum design as well as how pupils learn, leading to rich curriculum opportunities and pupils' well-being that reflect the school's distinctive Christian ethos and values.
- Establish an educational culture that reflects hope and aspiration whereby 'open classrooms' are a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Demonstrate a personal 'reservoir of hope' through perseverance, patience, openness and celebration

③ EDUCATING FOR COMMUNITY AND LIVING WELL.

To ensure this the Head of School will:

- Work cooperatively with pupils, staff, governors, parents, the church and other members of the community to achieve the school's Christian vision creating a 'hospitable community'.
- Seek opportunities to invite parents/ carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.

Head of School – Job description

- Contribute to the development of the education system by, for example, sharing effective practice with schools, working in partnership with others to promote innovation.
- Promote a vision of a Church school witnessing to its Christian values where we see everyone 'flourishing together'.
- Create a community within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other demonstrating the school's Christian values.
- Promote, build and sustain creative partnerships with the church and Christian communities that fosters the spiritual development of the children.
- Create and promote positive strategies for challenging prejudice and dealing with harassment in a Christian manner.
- Ensure a range of Church and community-based learning experiences including the development or promotion of Christian community.
- Collaborate with Church and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Ensure that the school's systems, organisation and processes make our school known for being a 'just institution'.
- Provide a safe, calm and well-ordered environment, consistent with the school's Christian vision, for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Welcome strong governance and actively support the Trust Board, Governing Body and Chief Executive Officer in their roles, to deliver their functions effectively, paying attention to the school's distinctive Christian character, in particular its functions to set school strategy and hold the Head of School to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the development of the whole child spiritually, emotionally and morally and the school's sustainability.
- Recognise the value of all staff, through distributed leadership, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Recruit members of staff who are able and willing to contribute to the Christian ethos of the school, retaining and deploying them appropriately and managing their workload to achieve the vision and goals of the school.

④ EDUCATING FOR DIGNITY AND RESPECT.

To ensure this the Head of School will:

- Create an outward-facing school which works with other schools and organisations, in a climate of mutual yet supportive challenge, so that best practice is championed and achievements are secured for all pupils, respecting that all children and staff have different God-given gifts.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils, in particular those disadvantaged pupils.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture promoting the 'ultimate worth' of each individual and ensure students don't feel ashamed of failure.
- Hold all staff to account for their professional conduct and practice reflecting the school's Christian values.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff which reflects the Christian identity of the school, addressing any under-performance whilst supporting staff to improve and valuing excellent practice.
- Develop strategies that demonstrate the equal worth of those with and without special educational needs and disabilities and resource these appropriately
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff which also actively promotes and reflects the distinctive nature of Church of England schools.
- Inspire and influence others, within and beyond the school, to believe education can be one of the greatest blessings in young people's lives. In particular to work within the school and Church community to translate the Christian vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates ethical behaviour, and positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community through modelling the Christian values that underpin the life of the school

LINE MANAGEMENT


- To work in partnership with the CEO to undertake and develop the management responsibilities in the school
- To deliver development priorities of the Trust as determined by the CEO and implement them within the school.

- To be a member of the Executive Leadership Team working in partnership with colleagues to deliver the priorities of the Trust as determined by the CEO or Trust Board.
- To undertake any other duties or responsibilities commensurate with the post as reasonably delegated by the CEO.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any DfE or local agreements and guidance.
- The Head of School will be deployed at Didsbury C.E. Primary School, but may in future be seconded by the CEO or Trust to undertake similar position in the Trust to support a school in need, subject to agreement. Conditions of service would be commensurate with the present post.
- This job description is subject to annual review.
- The post is subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Trust, the CEO or Head of School, but only after full consultation between them. It will be signed if agreement is reached.



A photograph of two young women with red hair, freckles, and school uniforms (dark blue cardigans over white collared shirts) sitting at a table. They are both looking down at a project on the table. The woman on the left is pointing at something with her right index finger. The woman on the right is holding a black marker. In the background, there are colorful paper cutouts of houses and rainbows hanging on the wall. A white rectangular box with a quote is overlaid on the image.

*“The teachers are very inspiring
and the lessons teach you things
you didn't know.”*

Head of School – Person specification

QUALIFICATIONS	IMPORTANCE
Qualified Teacher Status	ESSENTIAL
<i>NPQH or other leadership qualification</i>	<i>DESIRABLE</i>
Evidence of continuing professional development relating to school leadership and curriculum development	ESSENTIAL
<i>Christian Leadership qualification or experience</i>	<i>DESIRABLE</i>

EXPERIENCE – recent and successful experience of:	IMPORTANCE
Leadership and management in a primary school	ESSENTIAL
Leading safeguarding	ESSENTIAL
Teaching and experience in primary education including leading curriculum development through cultivating trust, respect, collaboration and participation between all colleagues	ESSENTIAL
<i>Teaching in more than one key stage</i>	<i>DESIRABLE</i>
<i>Working in the church school sector</i>	<i>DESIRABLE</i>
Tracking pupil progress, planning appropriate interventions and monitoring the impact of actions taken.	ESSENTIAL
Having a significant positive impact on outcomes and progress for pupils, regardless of their individual, special or additional needs.	ESSENTIAL
Positive behaviour management.	ESSENTIAL



Head of School – Person specification

WISDOM – demonstrate understanding of:	IMPORTANCE
The distinctive Christian character of a Church of England school and its vision for education, as expressed through its values and ethos.	ESSENTIAL
<i>The Trust values and the unique context of Didsbury CE School.</i>	DESIRABLE
Child protection and safeguarding procedures and strategies for ensuring inclusion, diversity and access	ESSENTIAL
Principles for the development of effective teaching and learning to reflect the needs and worth of every pupil.	ESSENTIAL
Principles of school self-evaluation and strategies for planning school improvement to enable continuous growth for all.	ESSENTIAL
Strategies to develop 'community and living well' through partnership with families, and relationships with church and the local community.	ESSENTIAL
The range of data available for the evaluation and improvement of school performance and how to share this in an accessible way with staff, governors and families.	ESSENTIAL
<i>Financial planning and managing a delegated budget in line with the school's ethos and adhering to compliance requirements and principles of best value.</i>	DESIRABLE
<i>The legislative framework for an Academy school with a distinctive Christian character, including governance, curriculum and inspection frameworks, including SIAMS and the requirements for statutory assessment.</i>	DESIRABLE



Head of School – Person specification

SKILLS – ability to:	IMPORTANCE
Inspire motivate and challenge staff, pupils and others to live out the school's Christian vision by communicating a hopeful journey of improvement	ESSENTIAL
Continue to develop the distinctive Christian character and ethos of the school in line with the Trust's vision	ESSENTIAL
Develop teaching and learning to enable all pupils to fulfil their potential, including modelling exemplary teaching practice.	ESSENTIAL
Provide leadership in Collective Worship and RE that reflects the Christian identity and context of the school.	ESSENTIAL
Foster good teamwork through the cultivation of trust, respect, collaboration and participation between all colleagues	ESSENTIAL
Promote a sense of community and strong interpersonal relationships based on empathy, support and encouragement	ESSENTIAL
Communicate effectively in spoken word and in writing in a range of contexts and with sensitivity to the given audience	ESSENTIAL
Monitor and evaluate the performance of people and policies in line with the ethos of the school and ensure proportionate and constructive application	ESSENTIAL
Inspire and enable continuous development and learning in all roles with a focus on empowerment and flexibility	ESSENTIAL
Further enhance relationships with the Governing Body, external agencies, the Diocese, the LA, and other schools.	ESSENTIAL

PERSONAL QUALITIES – in respect of self and others:	IMPORTANCE
A person committed to the ethos and values of a Church of England school and to work proactively with the incumbent of St James and Emmanuel church to achieve this.	ESSENTIAL
<i>A communicant member of the Church of England or a full and active member of a church in membership of Churches Together in England.</i>	DESIRABLE
<i>A practising Christian</i>	DESIRABLE
Relate constructively to all, inspiring confidence in others, enabling continuous development and learning in all roles and disciplines, including leadership, practice, facilitation and support	ESSENTIAL
Proactive problem solver who demonstrates resilience whilst remaining calm under pressure	ESSENTIAL

Key dates

- Advert opens 4 January – closing date 28 January.
- Shortlisting: 1 February.
- Shortlisted applicants will be informed in more detail of the interview process and expected to take an online psychometric assessment. All applicants will receive feedback on this prior to interview.
- Interviews: 11 February to be held at St James and Emmanuel Parish Centre, subject to Covid 19 advice or restrictions.

Further information

Find out more about Didsbury CE and the Trust at our websites:



didsbury-pri.manchester.sch.uk



stjeat.co.uk

