



# Diocese of Salisbury

## Academy Trust

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



# Shrewton

## C of E Primary School

### Head of School



### 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.

## Letter from Headteacher

Dear Colleague,

We are looking for a Head of School and KS2 Teacher to join our team!

We are a Church of England Primary school set in the heart of Shrewton village. Rated 'Good' by Ofsted in February 2020 and pride ourselves on delivering a broad and balanced curriculum to all our pupils. We have strong links within our community and with our values at our core enable all pupils, families and staff to 'Believe, Achieved and Grow'.

We are proud members of the Diocese of Salisbury Academy Trust. We value our relationship with them and the support they provide both locally within the Spire Hub and more widely across the diocese.

We are looking for a leader who is ambitious, nurturing and who places the best interests of our children and the staff who work with them at the very centre of the education we provide. As a school, we believe that pupils and teachers achieve their full potential when they feel safe, secure, valued and supported and so we are looking for someone who can embody our inclusive school ethos and Christian values.

This role is perfect for anyone look to develop beyond the role of a Senior Leader. They will need to provide strong leadership on a daily basis and make strategic decisions for the best of our pupils and our community. You will have the opportunity to lead staff both within our school and our wider Hub. The successful candidate will work closely with myself as Executive Headteacher to drive school improvement and implement exciting new initiatives underpinned by current educational research.

Our school is in an exciting period of growth both individually and through the collaboration with another school in our Trust. This has provided an opportunity for someone looking to develop as a senior leadership as we strive to increase capacity at both schools and develop curriculum leadership and strategic roles. We are passionate about staff development and enabling staff at all levels to flourish.

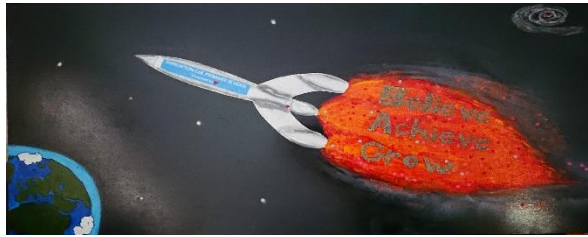
If you would like to visit the school prior to making an application, it would be our pleasure to show you around by appointment. This will provide me with the opportunity to show off our school to you and answer any preliminary questions you may have in an informal setting. Please contact me on [emullord@dsat.org.uk](mailto:emullord@dsat.org.uk) or call 01980 620362 to arrange an appointment.

We look forward to hearing from you.

**Mrs Emily Mullord**

Executive Headteacher

## Our School Vision and Values



**Love** is the foundation of our school and underpins our Christian Values of **friendship, kindness, perseverance, respect, forgiveness** and **responsibility**. Our aim is to be a loving learning community where, powered by love, every child can **Believe, Achieve** and **Grow**.

Being rooted within a small village is inherently important to us, there is a shared responsibility for our future generations to grow into successful lifelong learners, supported by the love of their community. The inspiration for this has its origins in 1 Corinthians 13:

*Love is patient, love is kind.*

*It does not envy, it does not boast, it is not proud.*

*It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs.*

*Love does not delight in evil but rejoices with the truth.*

*It always protects, always trusts, always hopes, always perseveres.*

*Love never fails.*

## Our Values

**Love** – I have for myself, for others and for learning.

**Friendship** – I am a good friend to everyone.

**Forgiveness** – I can say sorry and show understanding when others make mistakes.

**Kindness** – I am friendly and caring in my words and actions.

**Perseverance** – I don't give up. I learn from my mistakes.

**Respect** – I treat others how I wish to be treated.

**Responsibility** – I am accountable for my actions and make good choices.



## **'The Shrewton Way'**

At Shrewton we have the highest expectations of all those associated with our school community.

With the children at the heart, together we have created a simple set of rules linked to our values that we can all abide by.

We call this 'The Shrewton Way'.

### **The Shrewton Way**

***Powered by love; We Believe, Achieve, Grow***

**S**hine showing our Values

**H**elp one another

**R**espect our school environment

**E**ngage with our community

**W**e are kind to everyone

**T**rust each other

**O**wn it

**N**ever give up.





# Job Advert

<b>Job Title</b>	Head of School
<b>Academy Name</b>	Shrewton CE Primary School
<b>Location</b>	Shrewton, Wiltshire
<b>Contract Type</b>	Permanent
<b>Salary</b>	L4-L8 discussion dependent on experience
<b>Pension</b>	Teacher's Pension Scheme
<b>Contact</b>	Mrs Emily Mullord <a href="mailto:admin@shrewton.dsat.org.uk">admin@shrewton.dsat.org.uk</a> / 01980 620362
<b>Closing Date</b>	Wednesday 6 <sup>th</sup> July 2022 9.00am
<b>Interview Date</b>	W/C 11 <sup>th</sup> July 2022
<b>Start Date</b>	1 <sup>st</sup> January 2023 – preferably earlier if possible

**Are you looking for your next big adventure? Ready for a bigger 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?**

We genuinely value the positive contribution of every member of our team, provide extensive collaborative professional learning and are keen to welcome other like-minded staff. 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

**Shrewton CE Primary School 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 Disclosure and Barring Service check before appointment is confirmed.**

## **How to Apply**

For further information, please contact Carole Farley at [admin@shrewton.dsat.org.uk](mailto:admin@shrewton.dsat.org.uk) or by phoning 01980 620362. Our Executive Headteacher, Emily Mullord, looks forward to receiving your applications, and is happy to discuss the role further on the phone or via Microsoft Teams. Please get in touch with the office to arrange a chat. When you have enough information to make your decision to apply, please complete all sections of the application form. Application forms are available on the school website [www.shrewton.dsat.org.uk](http://www.shrewton.dsat.org.uk) and should be forwarded to [admin@shrewton.dsat.org.uk](mailto:admin@shrewton.dsat.org.uk).

Please note that we are unable to accept CVs. All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Shortlisting will take place soon after the closing date and interviews will take place W/C 11<sup>th</sup> July 2022

Shrewton CE Primary School 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.

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

# Job Description



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

**Job Title:** Head of School

**Grade:** L4-L8

**Salary Range:** £45,434 - £50,051

**Reports to:** Executive Headteacher, for all day-to-day matters connected with the running of the school for which you are the appointed Head of School.

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

**Statement of Purpose:** In conjunction with, and under the direction, delegation, and guidance of the Executive Headteacher - to provide professional and spiritual leadership that sustains success and improvement, ensuring high quality education and standards of learning and achievement for all. This job description is not exhaustive and may incorporate other aspects reasonably assigned by senior officers within the Trust. It may be amended and reviewed at any time following discussions between the Trust and the Headteacher.

## Key Responsibilities:

### 1. School Christian culture and ethos

Under the overall direction of, and in conjunction with the Executive Headteacher

- To establish and sustain the school's Christian ethos and strategic direction in partnership with the Trust, the Academy Standards and Ethos Committee (ASEC), the diocese and through consultation with the church and school community
- To create a caring, nurturing and culture of going beyond expectations, where pupils experience a fulfilling and enriching school life, learning to live life in all its fullness and to exercise wisdom in all
- To uphold ambitious educational standards, underpinned by deeply Christian values, which prepare pupils from all backgrounds for their next phase of education and life
- To promote positive and respectful relationships, where the dignity of all is valued across the school community within a safe, orderly and inclusive environment
- To ensure a culture of high staff professionalism, where all are committed to the values and ethos of the school and Trust which engender hope and aspiration
- To foster links with the local church and diocese to promote the pastoral and spiritual life of the school, leading regular acts of collective worship that enhance the deeply Christian character of the school

### 2. Teaching

Under the overall direction of, and in conjunction with the Executive Headteacher

- To demonstrate, establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- To ensure teaching is underpinned by high levels of subject expertise and a desire to motivate and engage pupils in everything they do
- To ensure effective use is made of assessment in all its forms, to help children identify their next steps for progress

### 3. Curriculum and assessment

Under the overall direction of, and in conjunction with the Executive Headteacher



- To ensure a broad, structured and coherent curriculum entitlement, which is deeply Christian in its foundations, and which sets out the knowledge, skills and values that will be taught
- To establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities, within the Trust's programme for Collaborative Professional Learning and elsewhere
- To ensure that all pupils are taught to read, and enjoy doing so, through the provision of evidence-informed approaches to reading including high quality phonics teaching
- To ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

#### 4. Behaviour

Under the overall direction of, and in conjunction with the Executive Headteacher

- To establish and sustain high expectations of behaviour for all pupils, built upon caring relationships, high expectations, which are lived out by all staff and pupils
- To enable high standards of pupil behaviour and courtesy in accordance with the school's behaviour policy
- To enable consistent, fair, restorative and respectful approaches to managing behaviour
- To ensure that adults within the school model and teach high standards of behaviour in all their interactions with children and adults

#### 5. Additional and special educational needs and disabilities

Under the overall direction of, and in conjunction with the Executive Headteacher

- To ensure the school holds ambitious expectations for all pupils, especially those with additional and special educational needs and disabilities
- To establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- To ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020-fn:9> and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- To ensure the school fulfils its statutory duties with regard to the SEND code of practice

#### 6. Collaborative Professional Learning (CPL)

Under the overall direction of, and in conjunction with the Executive Headteacher

- To ensure staff have access to high-quality, sustained, collaborative professional learning opportunities, aligned to Trust priorities and which balance whole-school improvement with team and individual needs
- To prioritise the CPL of staff, engaging with as many Trust online and face-to-face opportunities as possible, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- To ensure that CPL opportunities draw on expert provision from within the school, the Trust and from locally and nationally recognised career and professional frameworks and programmes which will build capacity and support succession planning in the school and for the benefit of the Trust as a whole

#### 7. Organisational management

Under the overall direction of, and in conjunction with the Executive Headteacher

- To ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- To prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- To ensure staff are deployed effectively, with consideration given to workload

- To establish and oversee systems, processes and policies that are in line with those that are common across the Trust, in keeping with the school's Christian ethos and which enable the school to operate effectively and efficiently
- To ensure rigorous approaches to identifying, managing and mitigating risk, utilising advisors provided through the Trust in order to gain expert advice and guidance

## **8. Continuous academy improvement**

Under the overall direction of, and in conjunction with the Executive Headteacher

- To work closely with the Academy Improvement Team in the delivery of the Trust Improvement Model
- To design and deliver an effective Academy Improvement Plan that is effective in moving the school forward
- To make use of effective and proportional processes of evaluation to identify good practice, to analyse challenges, and identify priority areas for improvement
- To develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- To ensure careful and effective implementation of improvement strategies, utilising the resources available within the Trust, which lead to sustained school improvement over time

## **9. Working in collaboration**

Under the overall direction of, and in conjunction with the Executive Headteacher

- To forge constructive relationships beyond the school, working in collaboration with parents, carers and the local community, as well as colleagues across the Trust
- To work successfully with the Trust, its officers and wider staff in other schools, as well as other schools and organisations, in a climate of mutual challenge and support
- To establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## **10. Governance and accountability**

Under the overall direction of, and in conjunction with the Executive Headteacher

- To understand and welcome the role of effective governance, directly through the ASEC, and indirectly to the local Hub Committee and the Trust Board, recognising the accountability and responsibility at every level
- To establish and sustain professional working relationships with those responsible for governance
- To ensure that staff know and understand their professional responsibilities and are held to account
- To ensure the school effectively and efficiently operates within the Trust's Scheme of Delegation, the required regulatory frameworks and meets all statutory duties

# Person Specification – Head of School

	Essential	Desirable	Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant professional development, including safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Further Professional Qualifications</li> <li>• NPQH or preparedness to undertake</li> </ul>	Application Reference Interview
<b>Knowledge and Experience</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• The Headteacher Standards</li> <li>• Current legislation and developments in education and curriculum, including EYFS</li> <li>• Current Ofsted and SIAMS frameworks</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>• Teaching across the primary phase</li> <li>• Senior leadership (deputy or assistant headteacher)</li> <li>• Working with governors</li> <li>• A significant contribution to school improvement and strategic planning</li> <li>• Working with parents to support children's learning</li> <li>• Leading high quality collective worship</li> <li>• Promoting the school within the community</li> </ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Legal issues including equalities and HR</li> <li>• The Church of England Vision for Education</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>• Building and communicating a shared vision</li> <li>• A church school</li> <li>• Working with external agencies</li> <li>• Financial management</li> <li>• Working with other schools</li> </ul>	Application Reference Presentation Interview School visit
<b>Leadership and Management Skills</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and develop a clear vision for the school and its Christian ethos</li> <li>• High order of teaching and behaviour management skills</li> <li>• Ability to analyse, evaluate and prioritise</li> <li>• Effective oral and written communication skills</li> <li>• Ability to motivate and inspire staff</li> <li>• Ability to maintain positive relationships and work in partnership with all sections of the school community</li> <li>• Ability to design and manage a creative curriculum, incorporating effective inclusion strategies, in a small school.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic management of resources, including IT</li> <li>• Ability to manage change and complexity</li> </ul>	Reference Tasks Collective worship School visit Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to excellence in education, safeguarding and welfare for all children, especially the most vulnerable</li> <li>• An excellent communicator and motivator with high levels of emotional literacy</li> <li>• Reflective, innovative, resourceful and imaginative</li> <li>• Courageous and resilient</li> <li>• A commitment to the vision and values of our Church school and Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the Christian faith as an active member of a mainstream church</li> <li>• A sense of vocation and optimism</li> </ul>	Reference School visit Interview



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).