## 

**Cullingworth Village Primary School**

Head Teacher Recruitment Information Pack

Required for 1st September 2021

**Salary L17 – L23 (£62,570 - £72,497)**



*Over 300 amazing children are looking for a new Headteacher to lead their school from September 2021.*

*Could you be their perfect candidate?*

**Closing date:** Monday 12th April 2021 **at 9am Tour dates:**

**Shortlisting:** Tuesday 13th April 2021 Wednesday 24th March 2021

**Interview: Day 1** Monday 19th April 2021 Thursday 25th March 2021

**Interview: Day 2** Tuesday 20th April 2021 Friday 26th March 2021

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**Welcome to Bradford Diocesan Academies Trust**

**Dear Applicant**

On behalf of BDAT and the Governors of Cullingworth Village Primary school, we would like to **thank you** for showing an interest in the Headteacher post at our school.

**Set in the rural, historic village of Cullingworth**, the school is a friendly community where success is rooted in **team-work.** We are incredibly proud of the contributions made to the team by our amazing children, supportive parents, committed, hard-working staff and forward thinking governors.

Our dedicated, friendly team have **high expectations** for all our learners and embrace every opportunity to ensure that they achieve their best in a happy and caring learning environment by offering an exciting, bespoke curriculum that supports **personal as well as academic success.**

We are looking for a **very special** Headteacher to join our team and lead Cullingworth Village Primary School on the **next step of our journey** in continuing to secure good and outstanding outcomes for our children. That person will have the skills, the track record and the personality to drive our school forward to be **amongst the best in Bradford**. It will be **your vision**, which will lead our school through the next exciting stage of its journey building on the great success it has seen in recent years.

The good news is that **you won’t be doing it alone**. You will be a Head within the **BDAT Family of 17 Schools**, which means you will have other colleagues to work alongside and a **peer network** to lean on.

If you are **dynamic leader with energy, drive and ambition**; if you feel you can **build on our many strengths** and give every one of our children every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged.  Please ring the Academy Trust Office on 01274 909120 and ask for Jilly Geering to make an appointment to see our school at work.

Thank you again for your interest in our school. We very much look forward to receiving your application.

Yours sincerely

 

**Carol Dewhurst Andrew Hagyard, Chair of Governors**

**Chief Executive Officer, BDAT            Cullingworth Village Primary School**

**Dear Applicant**

Thank you for taking an interest in this role, which will be required for September 2021.

BDAT is looking to appoint an inspirational Headteacher for this rewarding and exciting leadership role. We are seeking to appoint a strong and proven senior leader who will build on the strengths that have been established in the academy, so that it can continue the strong educational and pastoral provision for all its students. Our goal is to transform the lives of our students, staff, and community and to inspire each other to continue to develop and improve.

This post is a fantastic opportunity for an ambitious leader looking either to extend their experience of headship or start their first headship in a highly supportive and rewarding environment.

Cullingworth Village Primary School is a 1.5 form entry primary school and part of the Bradford Diocesan Academies Trust (BDAT), a well-established, Christian, Multi-Academy Trust based in Bradford. Although Cullingworth Primary is not a Church of England faith school, it is under the control of BDAT and works to the Trust’s vision and values.

Cullingworth Primary is requiring a leader who can create a pupil-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal at Cullingworth Primary is to become an outstanding academy that delivers educational excellence. You will be fortunate to lead a talented team who are requiring a headteacher who understands pedagogy and research and who can support teachers in delivering the best educational and pastoral provision for their children and the community.

Cullingworth Primary is part of a Trust, a family of 17 schools. The 13 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward thinking professionals to make a sustained and substantial contribution to the growth and development of the academy and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Yours sincerely



**Craig Lee**

**Director of Primary Education, BDAT**

**Cullingworth Village Primary School**

We deliver excellence for a Brighter Future.

Vision and Values

*This is safe, happy school where we foster confidence and delight in all we do. We strive for excellence by nurturing academic habits and skills, emotional intelligence and creativity across the whole range of school subjects. We open up horizons of hope and aspiration and guide our pupils in fulfilling them. We teach our pupils to cope wisely and to be compassionate when things go wrong. Our pupils are taught to respect and value each other so that they learn the ultimate worth of each individual and their contribution to society. Ours is a school where relationships flourish, pupils are involved and contribute responsibly to our community. We equip our pupils with knowledge, skills and understanding to ensure their future is bright.*

1. We provide a safe, welcoming, happy and healthy school.
2. We foster an understanding of the value of learning for life by developing lively, enquiring minds and the ability to experiment, investigate, take risks, challenge, reflect and make informed choices in order for everyone to reach their full potential.
3. We foster an inclusive school community that encourages mutual respect and understanding of people of all abilities, physical needs, gender, backgrounds and religious belief.
4. We provide an exciting creative curriculum that engages and inspires children with their learning and includes working closely with parents, carers the local and extended communities to enhance and enrich educational opportunities, broaden horizons and widen experiences.
5. We promote positive attitudes, behaviour and relationships.
6. We follow the National Curriculum in order to achieve our school vision and aims. We believe that our curriculum should be broad, balanced and relevant and meet the needs of all children whatever their ability. We ensure the children have a range of learning experiences that challenge, stimulate and promote thinking and learning.

Achieving our Vision and Values

In order to achieve our school vision and values we believe that our curriculum should be broad, balanced and relevant and meet the needs of all children whatever their ability. We ensure the children have a range of learning experiences that challenge, stimulate and promote thinking and learning.

Through the provision of rich and varied activities, we:

* encourage the best possible progress and the highest attainment for all pupils;
* enable pupils to communicate effectively;
* enable pupils to make connections across different areas of learning;
* help pupils to think creatively and solve problems;
* develop pupils’ capacity to learn and work independently and collaboratively;
* enable pupils to respond positively to opportunities, challenge and responsibility;
* enable pupils to acquire and develop a broad range of knowledge, skills and interests;
* encourage pupils to value others, their views, cultures and beliefs;
* allow children to imagine, reflect, create and enjoy learning about themselves, others and the world around them;
* encourage pupils to make a positive contribution to the school, local and wider community;
* teach pupils to be reflective learners who have a sense of responsibility for their own learning and development.

**About BDAT**

Cullingworth Village Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

**General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 17 primary and secondary schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust’s mission is “**to provide education of the highest quality within the context of Christian belief and practice**.” We strongly believe every child only has one chance at a good education.

Our core Trust values are **aspiration, inclusion, compassion, resilience and excellence**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit [www.bdat-academies.org](http://www.bdat-academies.org)

**BDAT’s Mission, Vision and Values**

**BDAT’s mission is:**

**‘To provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals’**

**Our vision is:**

‘That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford.’

**Our values are:**

**Aspiration.** We set high expectation for ourselves, our children and our staff so that each of us is supported to achieve our own potential. We expect nothing but the best from ourselves and from others.

**Inclusion.** We understand everyone is equal, without exception. We value and encourage diversity and difference. We proactively seek to learn from others.

**Excellence.** We provide rigorous support and challenge to our schools and our students. We strive for excellence in all we do.

**Compassion.**  We care for each other. We respect each other and treat our friends and colleagues how they would expect to be treated. We make sure we are safe, feel loved and are actively supported at all times.

**Resilience.** We are ambitious and reflective. We are determined and brave in making decisions and when facing challenges. We expect our schools to provide us with the skills and knowledge to guide us through our future as life-long learners.

Cullingworth Village Primary School

New, School St, Cullingworth, Bradford BD13 5DA **Headteacher**Full Time, Permanent, Required for September 2021

Salary L17 - L 123 - **£62,570 - £72, 497**

We are looking for an inspirational Headteacher to join our vibrant and bustling school filled with incredible children. We would like a strong leader and team player who will build on the existing strengths of the school and support us on the next steps of our journey. If you think you can be our exceptional candidate, we can’t wait to meet you.

**We need from you**

A love of teaching and learning

* A passion for developing your team
* Strong, innovative and strategic leadership and management
* A strong commitment to achieving success through partnership and teamwork
* A strong commitment to the values of the school and the Trust
* Excellent interpersonal and communication skills
* Drive, ambition and high expectations
* A commitment to ensuring our children achieve their biggest and bravest ambitions.

**We can offer you**

* Engaged, happy, well-behaved and well-motivated children – we guarantee you will fall in love with them.
* A dedicated, enthusiastic staff team committed to our school and our children and who will support you every step of the way
* High levels of Trust and Governor support – you won’t be in this alone when you join the BDAT family of schools
* A welcoming, friendly and vibrant school
* A career in a forward thinking Trust

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can.

Please contact Jilly Geering (PA to the Director of Primary Education) to arrange your visit via email: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org)

**Timeline**

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We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment.

This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website [www.bdat-academies.org/bdat-business/bdat-policies/](http://www.bdat-academies.org/bdat-business/bdat-policies/) **For the Full Job Description and Application Form please visit**

<https://www.bdat-academies.org/employer-of-choice/vacancies/>

**Headteacher Job Description**

**Purpose of the role**

To provide professional leadership for the school in order to secure its success and improvement, ensure high quality education for all its pupils and improve standards of achievement.

**Description of the role**

Working with the Governing Body to:

1. Lead by example to foster an open and transparent culture.
2. Develop a collaborative Trust vision which embraces excellence, high standards and ensures inclusion, diversity and access for all.
3. Translate the vision into an improvement plan and implement it successfully.
4. Hold all staﬀ to account for their professional conduct and practice.
5. To be responsible for the internal organisation, management and control of the school.
6. Manage finance and resources astutely to maximise their use and value.
7. Develop and sustain eﬀective relationships with the Trust to arrive at a shared vision for developing the school and to ensure eﬀective governance.
8. Build, develop and maintain eﬀective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
9. Create an outward‐facing school to work with other schools within the Trust to champion best practice.

**Key Responsibilities of the Post**

**Qualities and knowledge**

1. Hold and articulate clear values and moral purpose, focused on providing a world‐class education for the pupils they serve.
2. Lead by example with integrity, creativity, resilience, and clarity ‐ drawing on their own scholarship, expertise and skills, and that of those around them.
3. Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staﬀ to excel.

**Pupils and staﬀ**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staﬀ for the impact of their work on pupils’ outcomes.
2. Create an ethos within which all staﬀ are motivated and supported to develop their own skills and subject knowledge, and to support each other.
3. Hold all staﬀ to account for their professional conduct and practice.
4. Work with the staff to develop, organise and implement an appropriate curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
5. Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
6. Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed.
7. Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

**Systems and processes**

1. Provide 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.
2. Establish rigorous, fair and transparent systems and measures for managing the performance of all staﬀ, addressing any under‐performance, supporting staﬀ to improve and valuing excellent practice.
3. Welcome strong governance and actively support the governing board to understand its role and deliver its functions eﬀectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staﬀ and financial performance.
4. Exercise strategic, curriculum‐led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.

**Self‐improving school system**

1. 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.
2. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
3. Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Developing Self and Others**

1. To use processes and put processes in place to generate a learning environment.
2. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge.
3. To actively pursue their own development.
4. To be self‐aware and to role model continuous self‐development.

**Headteacher**

**Personnel Specification**

**PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.**

Key:

A = assessed at application

I = assessed through the interview process

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES** | **ATTRIBUTES REQUIRED** | **Essential** | **Desirable** | **Codes** |
| A qualified teacher |  |  | **A** |
| Have successful experience of teaching in a primary setting |  |  | **A** |
| Have a degree or equivalent qualification |  |  | **A** |
| At least three years of proven, strong, successful senior leadership and management experience in a primary school |  |  | **A** |
| Have evidence of continuous professional development appropriate to role such as National Professional Qualification for Headship |  |  | **A I** |
| Training and qualification for designated child protection |  |  | **I** |
| Reliability and integrity |  |  | **A I** |
| Capable of handling a demanding workload and able to successfully prioritise workload and is considerate of the well-being of others |  |  | **A I** |
| Energy, tenacity and the ability to work under pressure in challenging circumstances. |  |  | **A I** |

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| **SHAPING THE FUTURE**  Critical to the role of Principal is working with the Governing Body and others to further develop a shared, strategic vision and plan, which inspires and motivates learners, staff and all other members of the academy and local community, and leads to  the raising of achievement | The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole academy community |  |  | **A I** |
| An inspirational leader, able to motivate and empower staff and lead by example with integrity, creativity, clarity and resilience, demonstrating a strong moral purpose |  |  | **I** |
| Ability to make difficult decisions and effectively communicate them |  |  | **I** |
| A determination to, and experience of raising progress and attainment across the academy and the ability to do so effectively |  |  | **A I** |
| The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement |  |  | **A I** |
| **DEVELOPING AND WORKING WITH OTHERS**  To work with and through others, including our learners, staff, governors, parents/carers and other members of the community to build a professional learning environment, which enables others to achieve | Significant experience in evaluating and using a range of data to plan and improving pupil performance |  |  | **A I** |
| A commitment to valuing, supporting, and encouraging the professional development of all staﬀ members |  |  | **I** |
| Treats people fairly, equitably and with dignity to create and maintain a positive academy ethos |  |  | **I** |
| Committed to the promotion of team and individual working as appropriate to fulfil academy objectives |  |  | **A I** |
| Ability to ensure the academy responds to the views of staff, learners, parents/carers and the community |  |  | **A I** |
| **LEADING LEARNING AND TEACHING**  Is committed to delivering a broad and balanced curriculum in accordance the academy and trust values, which includes innovative approaches to enrich the cultural capital of all students | Has sound understanding of current and future primary curriculum developments and wider educational issues |  |  | **A I** |
| A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the academy’s work |  |  | **A I** |
| A proven track record as a senior leader of raising the quality of teaching and learning |  |  | **A I** |

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| **MANAGING AND LEADING THE ORGANISATION**  To provide effective organisation and management for our academy and to lead and seek ways of improving organisational structures and functions  Ensure that the academy and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management | Knowledge and understanding of a range of data sets. Demonstrating the ability to understand and analyse, the data to set targets for improvement and evaluate action plans in relation to those targets |  |  | **A I** |
| Ability to manage and develop a culture of high expectations and appropriate challenge leading by example |  |  | **A I** |
| Experience of making eﬀective use of resources utilising financial planning and management skills |  |  | **A I** |
| Ability to promote good behaviour and a positive academy ethos and high attendance |  |  | **A I** |
| **SECURING ACCOUNTABILITY**  Work with the Director of Secondary to ensure the academy’s accountability to a wide range of groups, particularly parents, carers, governors and BDAT; ensuring that learners enjoy and benefit from a high-quality education for promoting collective responsibility with the whole academy community | Accepts accountability for the academy’s performance. |  |  | **I** |
| Understanding of how to work effectively with the Governing Body and Trust. Including being prepared to work proactively with the Governing Body to enable it to meet its responsibilities. |  |  | **I** |
| Understands the need to maintain a safe and healthy environment for all users of the academy. |  |  | **I** |
| Understands a Primary Headteacher’s responsibilities for safeguarding and equality. |  |  | **I** |
| High expectations of all teaching and support staff and is prepared to deal with any underperformance in a firm and fair way. |  |  | **A I** |

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|  | Proven track record of securing accountability evidenced through Ofsted judgements. |  |  | **A I** |
|  | Experience of the most recent Ofsted framework or having undertaken Ofsted inspector training. |  |  | **A I** |
| **STRENGTHENING COMMUNITY THROUGH COLLABORATION**  To engage with the internal and external academy community, thus modelling the principles of equity and entitlement to full access. To encourage and engage in collaboration with other schools and partners, particularly within the trust, in order to bring positive benefits to the academy, and young people of the Bradford District, and share its expertise more widely. | Has a commitment to outstanding community cohesion and inclusive practices ensuring equal rights for all. |  |  | **A I** |
| Recognises the vital partnership with parents/carers and in particular, their role in contributing to the young person’s education. |  |  | **A I** |
| Committed to networking and collaboration with partners, including other schools in the trust and in a wider network including the, LA businesses, community organisations and partners. |  |  | **I** |
| Committed to promoting cross trust activities, workstreams and subject networks. |  |  | **I** |
| Has experience of working in collaboration with parties, such as other Academies, LA, businesses, community organisations |  |  | **A I** |
| **SECURING, MAINTAINING AND PROMOTING PERSONAL DEVELOPMENT CURRICULUM**  To secure an ethos which is explicit throughout the academy vision and delivery in promoting the BDAT values. | |  | | --- | | Has a commitment to promoting mission, vision and  values of the academy | |  | |  |  | **A I** |
| Knowledge of recent initiatives for developing SMSC and Personal Development |  |  | **A I** |
| **APPLICATION FORM AND SUPPORTING LETTER** | Application form should be fully completed, accurate and legible |  |  | **A** |
| The supporting letter should be no longer than two sides of A4 (minimum font size 11) |  |  | **A** |

**How to Find Us**

**MAP**

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Cullingworth Village Primary School, New, School St, Cullingworth, Bradford BD13 5DA

T: [01535 273839](https://www.google.com/search?gs_ssp=eJzj4tZP1zcsS7E0ybNMNmC0UjWoMLEwT0pNM7Y0STK3NDBONLYyqLBMNk1MTjQ0STFKSjNPTU3xkk4uzcnJzEsvzy8qyVAoKMrMTSyqVChOzsjPzwEAza8aIQ&q=cullingworth+primary+school&rlz=1C1CHBF_en-GBGB923GB923&oq=cullingw&aqs=chrome.2.69i57j46i395j46i175i199i395l2j0i395i457j46i395j46i175i199i395l2j46i175i199i395i422i424.4097j1j15&sourceid=chrome&ie=UTF-8)

E: [office@cullingworth.bradford.sch.uk](mailto:office@cullingworth.bradford.sch.uk)

W: <https://www.cullingworth.bradford.sch.uk/>



2nd Floor, Jade Building, Albion Mill,

Albion Road, Bradford, BD10 9TQ

T: 01274 909120

E: info@bdat-academies.org

W: www.bdat-academies.org

**Selection Process Guidance**

**Safeguarding**

We are committed to safeguarding our pupils and will assess the candidate’s suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

**Inclusion**

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

**Visits to the school**

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Jilly Geering (PA to the Director of Primary Education), via email: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org) to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

**Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

**Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

**References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

**Interview Process**

The interviews will be held over two days; day 1 will be held at the school and day 2 will be held at the BDAT Trust office. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

**Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

**Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

* References satisfactory to us
* A satisfactory DBS check
* Provision of proof of identity and qualifications

**Timeline**

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