



Headteacher

St. James' Church of England Primary Academy

Candidate Briefing Pack

Salary L18-L24 £64,143 – £74,295



DCAT is a thriving Trust on the south coast of England with 16 current schools, 4927 children and 719 staff. We aim to bring together church schools, to drive and maintain improvement and to share economies to maximise resources for teaching and learning in the classroom. Our vision is to provide every child in each of the academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values. The Trust undertakes to ensure each academy delivers a high quality, broad and balanced curriculum for all.

We are now looking for an energetic Headteacher for one of our schools, St. James' CE Primary Academy, to take overall responsibility for the leadership and management of every aspect of the school. You will establish a culture of outstanding teaching and learning within a Church environment. An ethos of high expectations and a nurturing yet rigorous approach to behaviour management is required.

Candidates should submit:

- A completed application form (CVs will not be acceptable)
- A supporting statement of no more than four sides of A4 size 11 font

Completed applications should be addressed to Dominique Lewis, Head of HR of DCAT and sent to HR@dcat.academy. If you would like an informal discussion about the role or to have a school visit, please contact Jo Djora, Senior Education Leader of DCAT at 07871 636377 or email at jdjora@dcat.academy to arrange.

Closing Date	Thursday 19th May 2022 at noon
Shortlisting Date	Friday 20th May
Interview Dates	Thursday 26th May and Friday 27th May 2022

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS check upon appointment. More information about the Trust can be found on our [website](#). Information about the School can be found [here](#).

Please see the attached application pack for further details about St. James, the role including job description and person specification.



Welcome

Dear Applicant,

Thank you for your interest in the role Headteacher in St. James' CE Primary Academy.

Being a member school of our Diocese of Chichester Academy Trust, the St. James' family is a welcoming, thriving, innovative community; loving and inspiring, forgiving and challenging. Together we can, and will, enrich the world!

Our Purpose is to provide an engaging, relevant education within a Christian environment, where everyone flourishes academically, socially, physically, morally, emotionally and spiritually.

At the heart of everything we do are the children. The seven years they spend with St. James is an extremely precious time of enormous growth and change. We seek to make every opportunity a learning experience and squeeze the value out of every inch of every day. The vision of St. James aspires to let every child flourish in a Christian environment surrounded by love, encouraged by hope and forgiven for the mistakes we make.

Our Christian Values flow through everything we do, they are Love, Hope and Forgiveness. In turn, we are Ready, Respectful and Safe, which helps us with our learning behaviours.

As the Headteacher of St. James, you will help us achieve the highest standards of staff performance, learner achievement and conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the schools.

We look forward to hearing from you and receiving your application.


Yours faithfully,

MARK TALBOT



CEO

BERUK BERHANE



Deputy

CEO

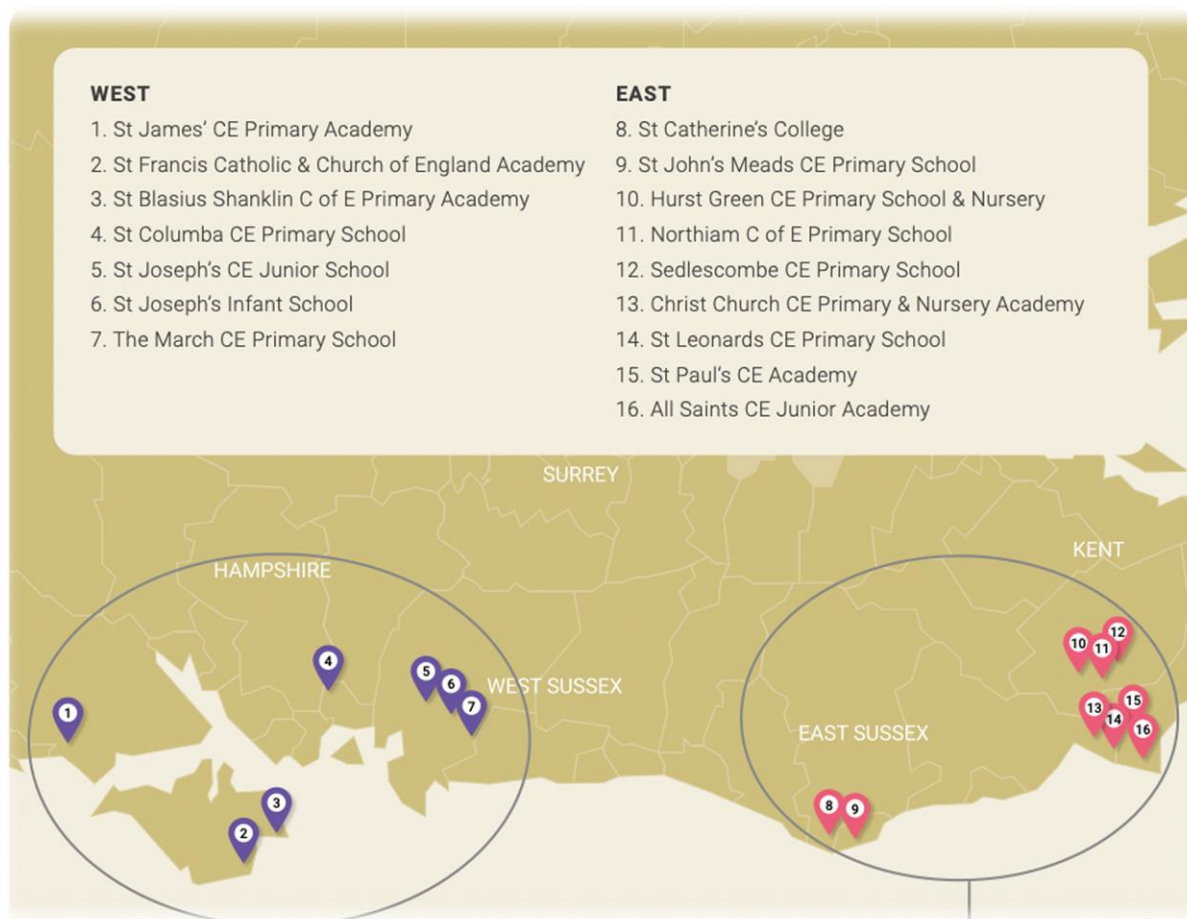


The Diocese of Chichester Academy Trust (DCAT)

DCAT is a thriving Trust on the south coast of England with 16 current schools, 4927 children and 719 staff. We aim to bring together church schools, to drive and maintain improvement and to share economies to maximise resources for teaching and learning in the classroom. Our vision is to provide every child in each of the academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values. The Trust undertakes to ensure each academy delivers a high quality, broad and balanced curriculum for all.

DCAT Schools

The map below gives an indication of the spread of schools which are currently in two regions, West and East.



St. James' CE Primary Academy



St. James' is a Church of England Primary Academy in the Diocese of Chichester Academies Trust where pupils and staff work together in the knowledge and love of God. We try to act out our faith in our daily lives, with Christ as our example. We see education as an integral part of the mission of the Church to proclaim all that is good in human living, inspired through the work of God.

We aim to provide our students, within a Christian environment, with a high-quality primary education which will prepare them for the challenges and opportunities of life ahead, both in terms of a move to secondary school and in their home lives. We seek to promote and support the spiritual, moral, social, cultural, intellectual, physical and emotional development of all our pupils.

For pupils of the Christian Faith, the school aims to provide an environment in which that faith may grow. For pupils and families who choose not to follow the Christian faith, the school aims to provide a positive experience of Christianity, so that the faith might be respected and understood. Equally the school will show respect and act with care towards pupils from other world faith communities.

We enjoy daily acts of Collective Worship in the academy. This can vary from assembly as a whole school, key stage or class worship and include sharing our worship with parents – at least once per class, per academic year.

The Values are an important part of how we learn and they are integral in every learning opportunity and aspect of academy life; helping to build the strong Christian character and ethos of the school.

Job Profile of Headteacher

Position	Headteacher
Salary Scale	L18 – L24 £64,143 – £74,295
Contract type	Permanent, Full Time
Responsible to	DCAT Senior Education Lead
Base	St. James' CE Primary Academy Pokesdown Hill, Christchurch Road, Bournemouth, BH7 6DW



Job Purpose

The Headteacher will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning within a Church environment. An ethos of high expectations and a nurturing yet rigorous approach to behaviour management is required.

Key Responsibilities

- Establish and sustain the academy's ethos and strategic direction together with the governing board and through consultation with the academy community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to academy effectiveness, and develop strategies for academy improvement that are realistic, timely and suited to the academy's context communicated in the Self-Evaluation Form and the Academy Development Plan.
- Make sure these academy improvement strategies are effectively implemented
- Monitor progress towards achieving the academy's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships and promote the vision and values of the Diocese of Chichester Academy Trust with all stakeholders, including pupils, parents, staff, governors, parishioners and the wider community.
- Serve in the best interests of the academy's pupils

Academy culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching academy life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy
- Use consistent and fair approaches to managing behaviour, in line with the academy's behaviour policy



Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and key stages, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- To provide analysis of data for the LGB and the Trust.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Maintain regular and productive communication with parents



Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with the Trust, other academies and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The postholder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The Diocese of Chichester Academy Trust and St. James CE Primary Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, we will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.



Person Specification

FAITH		Essential (E) Desirable (D)
1.	Be a practising Christian	D
2.	Committed to the Church ethos and identity of each academy, Gospel values and the constant promotion of all pupils' spiritual and moral development.	E
QUALIFICATIONS		Essential (E) Desirable (D)
1.	Degree educated	E
2.	Qualified Teacher Status	E
3.	Evidence of continuous professional development	E
4.	Qualified to teach and work in the UK	E
EXPERIENCE		Essential (E) Desirable (D)
1.	Successful experience of senior leadership at assistant or deputy head teacher level	E
2.	An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	E
3.	Proven experience in the analysis of performance data for the purpose of target setting and evaluation	E
4.	Experience of monitoring and improving the quality of teaching and learning	E
5.	Have a thorough understanding of curriculum development	E
ABILITIES, SKILLS AND KNOWLEDGE		Essential (E) Desirable (D)
1.	Knowledge of the professional teaching standards	E
2.	Knowledge of performance management requirements in an educational context	E
3.	Ability to pursue challenging and rigorous questions and probe explanations	E
4.	Lead, manage and co-ordinate staff through an effective team-based approach	E
5.	Emotional intelligence	E
6.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	E
PERSONAL QUALITIES		Essential (E) Desirable (D)
1.	Personal resilience and perseverance	E
2.	Positive and optimistic	E
3.	A constant drive for improvement	E
4.	Highly approachable, very grounded and makes sensible judgements	E
5.	Relishes accountability and takes personal responsibility for their own actions	E
6.	Able to build trust and mutual respect between pupils, families and staff	E
7.	Strong interpersonal, written and oral communication skills	E
8.	Excellent communicator and team player	E



Equality and Inclusion

The Diocese of Chichester Academy Trust and St. James CE Primary Academy believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation.

Safer Recruitment - Right to Work

British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

Safeguarding

The Diocese of Chichester Academy Trust and St. James CE Primary Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: - <http://www.homeoffice.gov.uk/dbs>



How to Apply

Conversation

For a confidential discussion about the role with Jo Djora, Senior Education Leader of DCAT, please contact Jo at 07871 636377 or email at jdjora@dcacat.academy.

Application Form

Completed application form – a CV will not be accepted – should be addressed to Dominique Lewis, Head of HR, at HR@dcacat.academy.

Statement in Support of Application

The supporting statement should be no more than 4 sides of A4 paper with a font size no smaller than 11.

Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application letter.

Interviews

The interviews will be held at our offices, school or remotely through the use of alternative technology if required.

Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made subject to satisfactory proof of qualifications. Each candidate will be telephoned with the outcome. Requested feed-back will be available by arrangement.

Receipt of Application

Applications are acknowledged (by email) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact Jo Saunders immediately on Tel: 01273 056288.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on the DCAT HR secure database and will be used to process your application. It will not be passed to any other organisation and will comply with new GDPR regulations. DCAT's Staff Privacy Notice is published on the DCAT website link here:

https://drive.google.com/file/d/12XspHm0aloz_GY4HfT2TUH12mvUzA669/view

