



Information Booklet

Oxford Diocesan Schools Trust

Headteacher Vacancy - Brize Norton Primary School



St Mary's Convent
Denchworth Road, Wantage, OX12 9AU

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Website: www.odst.org.uk

Dear Applicant,

Thank you very much for your interest in the role of Head Teacher in Brize Norton Primary within the Oxford Diocesan Schools Trust. This is an important role and we are looking for an exceptional person to join us.

Since forming in 2012, the ODS Trust ethos has been built on the principle of preserving the uniqueness of each of our schools, and its place in the local community, and we are wholly committed to maintaining that family feel. As such, our head teachers are empowered to work with their local governing bodies to make the decisions they believe to be right for their pupils and community and they are supported by the wider Trust family to ensure they have the resources, skills and team to be able to do the job brilliantly.

Brize Norton joined ODS Trust in March 2016, and is a friendly community school with one reception class of 20 children and four mixed year group classes. Staff know the children and their families well, and in return, they are well supported by parents, carers and the local community. The children work hard, behave well and look after each other.

The school has recently re-written their curriculum to ensure that every child benefits from rich, meaningful learning experiences that develop their skills and knowledge during their time with us. We work with our teachers to develop their professional practice further and our children benefit from a team of highly experienced support staff.

A real strength of our school is the enriching experiences we offer our children. These include Forest School for every child; residential trips (including mountain climbing!); participation in sporting and music events and a wide range of curriculum-linked trips and visits.

Working in an ODS Trust school means you will work with colleagues who care passionately about children and with a central team who will support you and share your ambitions to develop yourself and those around you. We can offer you a wide range of professional development opportunities, both formal and informal; we will provide induction and support as you need it; and we will want to draw on your strengths to support the development of others in due course.

As an established and successful Trust, we have built on a lot of good practice as we seek continuously to improve. We want to ensure that our organisation remains committed to our vision of the Common Good and all our staff model our values, whilst delivering excellent education in what still appears to be a challenging financial environment.

We hope you will consider a future with us; this role will give you a real opportunity to develop further in your own leadership. You will almost certainly undertake tasks or solve problems you have not previously encountered, all the while contributing to the development of others and so make a difference to our children and young people. If you feel you are the person to lead Brize Norton through the next stage of its journey, we look forward to receiving your application.

Anne Dellar
Chief Executive Officer

Alistair Doran
Chair of the Local Governing Body

Key Information about School Brize Norton

Name:	Brize Norton Primary School
Address:	10 Station Road Brize Norton Carterton OX18 3PL
Website:	www.brizeprimary.org
Age Range:	4-11
Children on Roll:	137
Pupil Premium:	9.5%



BRIZE NORTON PRIMARY SCHOOL

HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

The DfE's 'National Standards of Excellence for Headteachers' gives details of the generic role and professional responsibilities of the Headteacher. You should be familiar with these.

Within that framework, the school's Local Governing Body and ODS are seeking to emphasise the following.

JOB PURPOSE

To develop further an innovative, happy and successful primary school by:

- Providing a strong, clear, inspiring and widely shared vision for its future and positive, incisive strategic direction and leadership for sustainable success, and that this vision reflects the values and ethos of the school;
- Ensuring the highest possible quality, depth and breadth of education, range of opportunities and standards of attainment for all children;
- Developing and managing the school efficiently and effectively, building on its strengths of inclusivity and support of individual needs, maintaining a culture of innovation to sustain prolonged developments and improvements across every aspect of the school;
- Fostering and building on the community ethos of the school, as welcoming to families of all faiths and none;
- Engaging children, parents and staff as a community of learners;
- Ensuring the school is rooted in its local community and has good relationships with other stakeholders.
- Growing the schools' SHINE ethos of Strive, Help, Inspire, Nurture and Excel



SHINE

Strive • Help • Inspire • Nurture • Excel

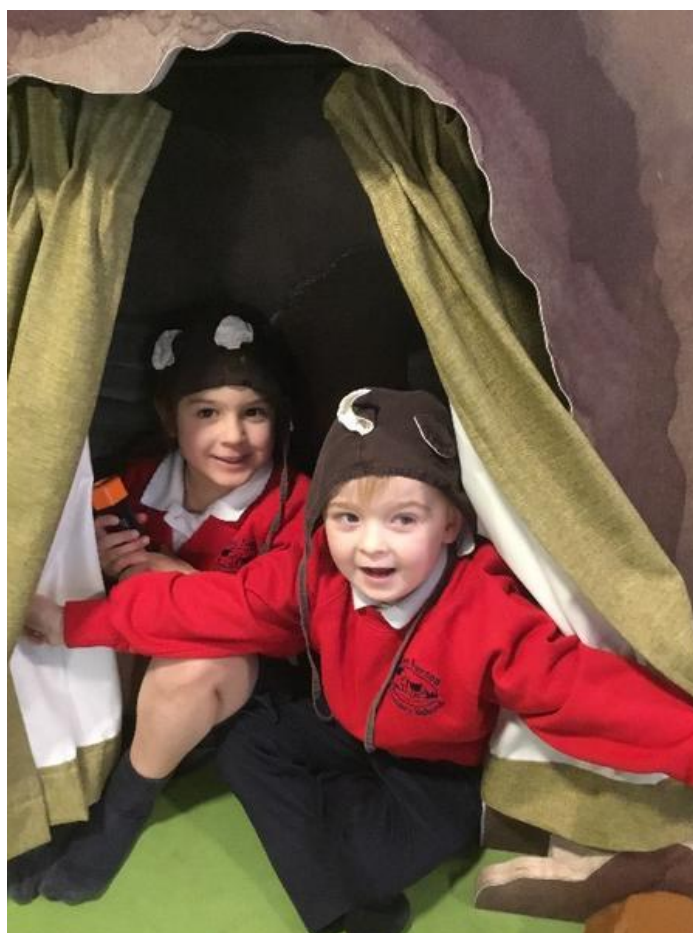
1. Children come first: education, safeguarding, happiness
2. Collectively agree the culture, vision and direction of travel.
3. Strive for Excellence in all that we do.
4. Support each other privately and publicly.
5. Be a force for good, be an energiser not an energy sapper.
6. Be transparent and open to feedback at any stage and at all levels.
7. Question appropriately and openly at all levels.
8. Do not fear disagreement, just engage respectfully.
9. Have genuine conversations in order to build strong relationships.
10. Prepare, contribute, add value, be effective.



Person Specification

	Essential	Desirable
Qualifications		
DfE Qualified Teacher status.	✓	
Evidence of relevant, recent professional development that prepares for this post.	✓	
National professional qualification for headteachers or senior leaders or working towards this.		✓
Knowledge and Experience		
Substantial and proven successful primary teaching experience.	✓	
An ability to demonstrate whole school impact.	✓	
Significant knowledge and experience of primary education and the issues and challenges facing the sector.	✓	
A broad understanding of the Ofsted framework and requirements	✓	
Up-to-date knowledge of safeguarding procedures and an understanding of the role's responsibilities with regard to safeguarding.	✓	
Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment.	✓	
Experience of educating children with special educational needs within an inclusive classroom.	✓	
Experience in more than one appropriate key stage.	✓	
Experience of monitoring and evaluating performance and practice.	✓	
High expectations of pupil behaviour and the effective use of behaviour management strategies.	✓	
A secure understanding of school finances and the principles of budget setting.	✓	
Knowledge of GDPR and the requirements relating to a school	✓	
Experience of leadership and management of change.	✓	
Experience of early years leadership.		✓
Skills		
Excellent ability to lead, manage, support, and inspire colleagues, particularly through change.	✓	
The ability to communicate thoughtfully, fairly, and confidently to children, staff, parents and the wider community.	✓	
The ability to build effective relationships with a wide variety of people- staff, learners, senior leaders, governors, parents, and the wider community.	✓	
Ability to hold people to account and to challenge under performance.	✓	
The ability to provide objective support and advice to the governing body, to enable it to meet its responsibilities.	✓	

Excellent analytical, problem solving, negotiating and decision-making skills.	✓	
The ability to confidently analyse and use data to improve the quality of teaching and learning.	✓	
The ability to create and implement a strategic school improvement plan, based on effective self-review which identifies priorities and targets ensuring that every child can be their best.	✓	
Personal Qualities		
Is resilient with a strong belief and proven record of considering the wellbeing of self, staff, and children.	✓	
A genuine excitement to work in a diverse school where we can celebrate our differences.	✓	
A desire to utilise the strengths of the wider-community to enrich the school.	✓	
An empathetic listener, whose door will be open to staff, children, parents, governors and the wider community.	✓	



Why ODST?

The Oxford Diocesan Schools Trust (ODST) is the largest Multi-Academy Trust (MAT) in Oxfordshire and is in the top 1% for size, based on the number of schools, of MATs in England. It was founded in 2012, originally with 3 sponsored and 2 convertor schools.

ODST currently consists of 41 schools across Oxfordshire and the Royal Borough of Windsor and Maidenhead and has significant primary expertise and capability, with all our schools covering at least some part of the Primary phase.

Our Vision

ODST is committed to delivering an excellent education which meets the needs of all learners. We are proud of our track record of delivering improvements in schools experiencing challenges, and in supporting our strong schools to continue to develop and be in a position to share their expertise with others. ODST's vision for education centres on our sense of a community which works for the common good. The Trust's key values are identified as:

- **Inclusivity:** Our schools embrace equality of opportunity and a wholly inclusive approach to education. We believe every person matters.
- **Empowerment:** A fully functioning community is one where each person knows their own value and potential. Our job as educators is to enable that potential to flourish; to create a culture where children can be nurtured to be the best they can be. We believe this is best done by empowering each other to contribute the best we have to give.
- **Community:** Communities are important and flourish best when relationships are strong. We believe our schools and the people in them are a vital part of many different communities, all of which can be enriched as we work together.
- **Abundant Living:** We want our schools to be places where children are loved, nurtured and learn to live well. We believe all people should be enabled to fulfil their whole potential, not just professionally and academically, but also creatively, morally and spiritually.
- **Service:** Our schools are outward-facing communities where we all learn to serve others and contribute to the common good.

Each ODST school maintains delegated authority to make local decisions as we recognise that each is unique and can only meet the needs of its local community if that remains the case.

School Improvement Support

ODST has a very strong package of support, development and challenge for its school leaders and governors.

As part of our planned school improvement support across the Trust, our SI team and school leaders engage in a discussions regarding where the school's performance is currently in terms of pupil outcomes, quality of teaching and learning, and leadership. Our Local Governing Bodies (LGBs) are also part of this process and the subsequent monitoring.

The agreed work pattern for schools in the Trust consists of not fewer than six regular visits to each of our schools.

Continuing professional development (CPD)

ODST is very proud of the level of professional development offered to our staff and believes we offer an excellent support package for staff at all levels in our organisation, to enable them to fulfil their potential, and thereby support children's learning in the best way. This includes:

- **Headteacher & Senior Leaders:** Access to termly Headteacher conferences; termly leadership briefings that include school improvement; the opportunity to work and share with a local hub of ODST schools that contains a significant number of existing partnership schools;
- **Governors:** Termly leadership briefings and specific governor training arranged through either ODST or a sister organisation;
- **Teachers:** We have a well-developed series of network meetings held regularly in the Trust (e.g. for early years leads, for maths leads, for RE leads etc) led by a range of subject experts. This is provided as part of our SLA with the schools and also includes a cycle of moderation for mathematics and English;
- **Administrative staff:** Termly business manager meetings provide the opportunity for training and development and the sharing of knowledge and new procedures across the Trust.

Central team support

The central ODST staff team comprises a finance team, an HR team, school improvement team and operational management team, as well as administrators and the CEO. We work closely together and with ODBE staff who provide all our capital bid and project management services on a contractual basis. School support, for each professional area, is not limited in any way so that we can ensure each school can access the support it needs when it needs it.



The Application Process

What to do next?

For more information, or to arrange an informal visit to the school, please contact the school office on 01993 842448 or head.2250@brize-norton.oxon.sch.uk.

Applications should be made on-line at <https://www.odst.org.uk/vacancies>.

Closing date for applications is 23:59 hrs on Wednesday, 18th May 2022

Interviews for shortlisted candidates will be held on Tuesday, 24th May 2022.

This position has a start date of September 2022

Leadership Pay Range L9 – L15

Brize Norton Primary School, as a member of the Oxford Diocesan Schools Trust, is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check.

All schools in the Oxford Diocesan Schools Trust (ODST) are committed to equality and diversity and the safeguarding and wellbeing of all children and young people across the Trust. The Trust expects all staff and volunteers to share this commitment.

The Headteacher will be required to demonstrate a commitment to promoting and safeguarding the welfare of children and young people in the school and to become the Designated Safeguarding Lead (DSL) for the school.

From a GDPR perspective, the information you have provided will be stored on our secure database and will only be used to process your application. It will not be passed to any other organisation.

