

# CHANGING LIVES IN COLLABORATION COOPERATIVE TRUST DANE BANK PRIMARY SCHOOL

## APPLICANT INFORMATION PACK: HEADTEACHER, DANE BANK PRIMARY SCHOOL



Are you interested in working as part of a wonderful family, child-centred school within a Cooperative organisation with a powerful vision and strong values?

Dane Bank Primary School is at the centre of the local community, with a very simple but powerful purpose: **'Enjoy and achieve together.'**

Dane Bank is part of the CLIC (Changing Lives in Collaboration) Trust; we are a group of schools with a shared vision: **'Together we make the difference'**.



# Dane Bank Primary School in a nutshell

*Dane Bank's statement of purpose is: **Enjoy & Achieve Together***

Our principles are: good communication makes our school community stronger; being happy helps everyone succeed; everyone is valued; a positive attitude leads to positive actions; and working together makes a change for the better.

Our school is a single form entry primary school with a nursery on the border of three authorities, with pockets of deprivation, so as a result our intake is varied and our curriculum offer reflects their needs.

Dane Bank is an inspiring and fantastic place for children to learn. We are committed to providing our children with opportunities to enjoy a wide range of experiences which will nurture their individual talents and embed a culture of aspiration and ambition.

Our parents tell us that Dane Bank is a welcoming, friendly and vibrant school. Our parents are engaged and supportive.

Our children are kind, caring and supportive of each other. They behave well and are engaged in their learning. The team is dedicated to encouraging the children to achieve their personal potential. We identify small numbers of pupils who require social and emotional support and deal with their needs exceptionally well.

In 2019, the school converted from LA maintained status to an academy as part of the Changing Lives in Collaboration (CLIC) Trust. The vision of the Trust is to work in collaboration with other schools and partners who have an interest in helping our children to achieve academic success and good all-round development.

Dane Bank was last inspected in May 2015 and was judged to be a Good school. Since this time, the school has reflected on the recommendations of the Ofsted Report and altered its leadership structure to develop its middle leadership.

The vacancy for a new Headteacher has arisen as a result of the retirement of the previous headteacher, after 10 years at Dane Bank.

# The History of the CLIC Trust

2013	Chorlton Park and Old Moat form a Soft Federation with a single Executive Principal
2016	Chorlton Park and Old Moat Federation form a Cooperative Multi Academy Trust, CLIC
2016	The Trust's Executive Principal begins supporting Rolls Crescent Primary School
2017	Rolls Crescent Primary School joins the CLIC Trust
2018	The Trust's Executive Principal begins working with Dane Bank Primary School as part of a due diligence process
2019	Dane Bank Primary School joins CLIC Trust
2020	New CEO/Executive Headteacher appointed at CLIC Trust

## The CLIC Trust Schools

**Chorlton Park Primary School** serving a catchment area of Chorlton, Manchester. It has a pupil capacity of 721.

**Dane Bank Primary School** serving a catchment area of Dane Bank, Tameside. It has a pupil capacity of 240.

**Old Moat Primary School** serving a catchment area of Old Moat and Withington, Manchester. It has a pupil capacity of 480.

**Rolls Crescent Primary School** serving a catchment area of Hulme, Manchester. It has a pupil capacity of 480.

## Dane Bank Primary School

Thornley Lane South, Reddish,

Stockport, SK5 6QG

Telephone: 0161 336 5896

Email: [admin@danebank.tameside.sch.uk](mailto:admin@danebank.tameside.sch.uk)

Web: <http://www.danebank.tameside.sch.uk/>



Dear candidate

We are members of the Year 6 class in 2021-22 and we would like to share with you our thoughts on Dane Bank Primary School: what we feel is fantastic and what we believe can be improved.

Dane Bank is a lovely school. The pupils in the school are fantastic - everyone is kind and respectful and polite to one another and it is easy to make new friends. There is a good reward system. The staff are kind, lovely and highly intelligent and you receive extra help if you need it. The way the curriculum works and the subjects that we learn about are brilliant and we have lessons that are educational and fun. We work together well as a school community and celebrate together in school assemblies, as well as raising money for charities. Our displays around school are good, we have great school trips and we have fun competitions to compete in. We have opportunities in Year 5 and 6 to apply for job roles within the school and we have school councillors.

We have some suggestions on how to improve the school even further. The class agreed pupils would enjoy a bigger variety of games at break times and lunch times and we would really like to do more experiments. We would like it if the library could be refurbished, if we could have new dictionaries and more art supplies and also new bathrooms. The class also said we would like to learn more languages as well as French and that we would like the willow outside to be cut down.

Thank you for taking the time to read our letter.

Yours sincerely

Year 6

# Headteacher Job Description: Dane Bank Primary School

The vision is that all pupils benefit from an outstanding, rich and broad education within our Cooperative Values:

<b>Kindness</b>	<b>Responsibility</b>
<p>Create a high-quality learning experience for the communities served by CLIC Trust and through its range of services.</p> <p>Actively promote positive Emotional Health and Wellbeing for all.</p> <p>Maintain and develop the welcoming, caring and inclusive environment of the school and take responsibility for safeguarding the welfare of all the children.</p> <p>Work flexibly with governors and leaders to build effective teams, supporting collaborative approaches to provision, fostering respect and encouraging openness and sharing of ideas.</p>	<p>To promote and safeguard the welfare of all pupils.</p> <p>Ensure a precise understanding of the current position of the school (using a range of rigorous monitoring and evaluation methods) and set clearly defined outcomes/ milestones. Then develop strategies for school improvement, based on robust evidence, that are realistic, timely and are fit for the school's context.</p> <p>Monitor progress towards achieving the school's aims and objectives and take action to secure rigorous self-review which feeds into improvement planning.</p> <p>Implement strategies which ensure high standards of behaviour and attendance.</p> <p>To operate within the CLIC Trust's framework of accountability.</p> <p>To work with the Trust's Finance team to ensure compliance with the Academies Handbook and recommendations by auditors are fully implemented.</p> <p>Monitor budgets and review any variations in expenditure against the approved budget plan whilst considering school cash flow.</p>
<b>Resilience</b>	<b>Respect</b>
<p>Establish and sustain the school's ethos and strategic direction, together with the Executive Headteacher, Trustees and Local Governors and through consultation with the school community.</p> <p>Establish and oversee systems, processes and policies so that the school can operate effectively.</p> <p>Ensure that these school improvement strategies are effectively implemented.</p> <p>Maximise the efficient procurement and use of resources, ensuring value for money is secured in all operations. Explore and realise opportunities for increasing levels of external funding.</p>	<p>Work effectively with the Executive Headteacher and staff to define and deliver CLIC's vision. Deliver those aims and objectives through inspirational and motivational leadership whilst providing clear strategic direction.</p> <p>Set, meet and exceed demanding and measurable targets with supporting development plans.</p> <p>Inspire others through your own behaviours and language, consistently modelling the belief that parents are the experts on their own child and equal partners in the child's education.</p>



<p style="text-align: center;"><b>Empathy</b></p> <p>Contribute to the impactful partnerships and collaboration across the CLIC Trust and work effectively with the other leaders within CLIC Trust to secure creative, responsive and effective approaches to teaching and learning throughout the Trust.</p> <p>Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance as part of a holistic system of professional development.</p> <p>To lead the academic, spiritual, moral, social, emotional and cultural welfare and development of the children at the school.</p>	<p style="text-align: center;"><b>Fairness</b></p> <p>Lead and manage the school in full accordance with the policies determined by the Trustees of the CLIC Trust and the Local Governing Committee and in conjunction with the Executive Headteacher/CEO.</p> <p>Deliver outstanding academic progress, achievement and success through the development of confident leaders within a culture of inclusiveness. Ensure CLIC provides strong pastoral provision and strategies for intervention as appropriate.</p> <p>Development plans will be underpinned by sound financial planning and devised in accordance with priorities and targets and financial resources are allocated appropriately, efficiently and effectively.</p> <p>Ensure that the school's statement of purpose, guiding principles and the CLIC Trust vision and values are consistently at the centre of all decision making, strategy and school development and evident in the daily life of the school.</p>
<p style="text-align: center;"><b>Strategic Planning</b></p> <p>Working with the Executive Headteacher/CEO and those responsible for governance to develop the strategic vision for the school.</p> <p>Ensure that the vision for the school is implemented and is understood and acted upon by all.</p> <p>Motivate others to maintain the shared culture and positive climate.</p> <p>Ensure creativity, innovation and the use of appropriate new technologies and other resources to achieve excellence in the school's curriculum.</p> <p>Ensure strategy meets the needs of the community served by the school.</p> <p>Manage change and new initiatives in line with the CLIC Trust vision, whilst retaining and building on the school's existing strengths.</p>	<p style="text-align: center;"><b>Engagement with the School Community</b></p> <p>Develop relationships so that the interests of Dane Bank School and the CLIC Trust are actively promoted.</p> <p>Ensure that the school actively engages with the community and equally the community engages with the school.</p> <p>To have an understanding of the wider community and the school context.</p> <p>Encourage close parental involvement in the day-to-day life of the school and ensure that communication between the school and home is effective.</p> <p>Develop mechanisms for capturing stakeholder voice.</p> <p>Maintain effective management and administrative processes and procedures at all levels.</p> <p>Uphold provision for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.</p>

<b>Leadership of the School</b>	<b>As a Manager of the School</b>
<p>Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.</p> <p>Organise and implement a broad, balanced and dynamic curriculum from EYFS to Key Stage Two, in line with the school's statement of purpose and principles and the vision and values of CLIC Trust and reflecting the individual needs of all pupils.</p> <p>Help to foster a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.</p> <p>Embed high expectations and challenge any under-performance at all levels and ensure effective intervention where appropriate.</p> <p>Monitor, evaluate and review classroom practice and implement improvement strategies.</p> <p>Promote a successful and stimulating learning environment that raises achievement and ensures excellence.</p>	<p>Ensure that the school is conducted in line with the school's statement of purpose, principles and the values of the CLIC Trust which is in line with legal requirements.</p> <p>To ensure the school's management and organisational structures are fit for purpose and facilitate continuous improvement.</p> <p>Recruit, retain and deploy staff appropriately and manage them in accordance with the scheme of delegation to achieve the vision and goals of the organisation.</p> <p>Manage and organise the school to ensure that it meets the needs of the curriculum, safeguarding requirements and health and safety expectations.</p> <p>Take responsibility for the day-to-day management, control and organisation of the school reflecting approved policies of the CLIC Trust with the support of the Executive Headteacher/CEO and COO.</p> <p>Use and integrate a range of technologies effectively to manage the school.</p> <p>Implement successful appraisal/quality assurance (QA) processes with all staff.</p> <p>Ensuring the sufficiency, suitability and maintenance of the school's physical infrastructure.</p> <p>Work with the COO and Executive Headteacher/CEO to ensure the supervision, security and maintenance of buildings and grounds including the health and safety of all within the premises.</p> <p>To undertake risk assessments as appropriate.</p>

*This job description is a general outline of the duties and responsibilities of the Headteacher. The post holder may be required to undertake other duties as may reasonably be required from time to time.*



# Headteacher Person Specification: Dane Bank Primary School

Method of Assessment Key: A = Application

I = Interview

R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
<b>1. Qualifications and Training</b>			
Qualified Teacher status	A	✓	
Educated to degree level	A	✓	
Professional development in preparation for a senior leadership role	A&I	✓	
Post-graduate study	A		✓
<b>2. Experience</b>			
Recent successful leadership and management experience in a school	A&I	✓	
Teaching experience across more than one key stage	A&I	✓	
Involvement in school self-evaluation and development planning	A&I	✓	
Line management experience	A&I	✓	
Experience of contributing to staff development	A&I	✓	
Experience of planning for and leading whole school initiatives	A&I	✓	
Experience of policy development and implementation	A&I		✓
Experience of working in a single form entry primary or an understanding of the strengths and challenges this brings.	A&I	✓	
<b>3. Skills and Knowledge</b>			
Data analysis skills and the ability to use data to set targets and identify areas for development	I	✓	
Understanding of components of high-quality teaching and the ability to model this for others to support development	A&I	✓	
A developing understanding of school finances and financial management	I		✓
Highly effective communication and interpersonal skills	A&I	✓	
Ability to communicate a vision and to bring others along with them	A&I	✓	
Ability to build effective working relationships	A&I	✓	
Proven ability in curriculum planning and an appreciation of the links between curriculum and assessment	A&I	✓	
An understanding of how parents/carers and the wider community can contribute to school improvement	A&I	✓	

<b>4. Personal Qualities</b>			
A strong moral compass and relentless drive to improve the life chances of pupils	I	✓	
Ability to work under pressure and prioritise effectively	A&I	✓	
Excellent change management capability.	A&I	✓	
Highly effective, open and transparent communicator who can use their skills to draw out the best in others	A&I	✓	
A commitment to always maintaining confidentiality	I	✓	
A commitment to safeguarding and equality	A&I,R	✓	
Approachable, caring and empathetic personality	I	✓	
Courage and confidence in decision making	I	✓	
Ability to relate positively to children at all stages of the Early Years and Primary phase	I,R	✓	
A high level of self-motivation, time management and flexibility.	A&I	✓	
<b>5. Values</b>			
Shares the CLIC values of <b>Respect, Responsibility, Resilience, Kindness, Fairness and Empathy.</b>	A&I	✓	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	A&I	✓	
A genuine passion and a belief in the potential of every pupil	A&I	✓	
Motivation to continually improve standards and achieve excellence above norms.	A&I	✓	
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	A&I	✓	
<b>6. Other Stuff</b>			
Willingness to travel between schools in the Trust	A	✓	
Willingness to work in schools across the Trust	A	✓	
Willingness to attend training and CPD opportunities locally and nationally	A	✓	
Be willing to consent to and apply for, an enhanced disclosure to a DBS Check and references.	A	✓	
Right to reside and work in the UK.	A	✓	

# Our Values

**Respect:** We respect ourselves, one another and our environment.

**Responsibility:** We take responsibility for ourselves, one another and our learning. Our every action and interaction builds a secure and united community. We are true to ourselves and offer strength to others.

**Resilience:** We embrace challenge, recognising that through our mistakes, true learning happens. We take risks, always willing to have a go, never wanting to miss out on opportunities to improve. We don't give up.

**Kindness:** We show kindness to all that we meet, in the way that we treat people, in our class, school locally and globally.

**Fairness:** We are fair in all that we do, listen carefully and act with integrity.

**Empathy:** We are empathetic to all we come into contact with, through our learning about others and the world and the experiences and opportunities presented to us. We embrace new experiences and do everything we can to ensure that we are leaders of our own learning.

# How to Apply

For a private and confidential discussion about this exciting post please email [vacancies@clctrust.org](mailto:vacancies@clctrust.org) to arrange a conversation with the CEO/Executive Headteacher.

If you wish to organise a visit in person, please email Clair Travis on [vacancies@clctrust.org](mailto:vacancies@clctrust.org)

Visits will take place on:

- Wednesday 12<sup>th</sup> January, afternoon
- Monday 17<sup>th</sup> January, morning
- Thursday 20<sup>th</sup> January
- Monday 24<sup>th</sup> January, afternoon

To apply, please complete the application form and email it to us.

**Closing Date:** Wednesday 26<sup>th</sup> January 2022

**Shortlisting:** week commencing Monday 31<sup>st</sup> January 2022; shortlisted candidates will be informed by Friday 4<sup>th</sup> February 2022

**Interviews:** the process will take place over two days, week commencing Monday 14<sup>th</sup> February 2022

We encourage applicants to visit our school and Trust websites:

<https://www.danebank.tameside.sch.uk/>

<https://clctrust.org/>

The CLIC Cooperative Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance.

# Guidance for Applicants

## General

The application form plays a crucial part in the selection process, in deciding whether you will be invited to interview but also at the interview itself. It is vital you complete the form fully and accurately. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advert, job description and person specification and any other accompanying information carefully before you start. All sections of the application form must be completed.

## Personal Details

All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

A copy of the Asylum and Immigration Act 1996 (section 8) including a list of the accepted documents.

## Present or most recent employment

It is important to give full information, including the organisation or school you work in (or most recent employment if not currently working) full dates, address and other required details.

Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should be included.

## References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

**The reference request, is not limited to but, will contain the points below:**

- If they are completely satisfied you are a suitable candidate to work with children
- Your Position & Role
- Your salary and responsibilities
- Dates of employment
- Any disciplinary action
- Reasons for leaving
- Ability to maintain confidentiality
- Any causes for concern about your behaviour or judgment
- In what capacity they have known you and for how long
- About your ability to meet the person specification:
  - Ability to lead a team
  - Ability to inspire staff
  - Relationships with colleagues
  - Relationships with children
  - Relationships with parents and carers
  - Ability to inspire children
  - Ability to communicate effectively
  - Encouragement of high standards
  - Working as a team
  - Reaction to constructive criticism
  - Influence on the school culture and morale.

### **Education, Qualifications and Training**

Ensure you give all the information regarding qualifications and training, including dates, educational establishments and make clear the level or any examination or assessment. Include any skills training you have received.

You will be required to produce original documentary evidence of any qualification relevant to the job and listed in the Person Specification.

### **Personal Statement**

This statement is an essential part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification and Job Description by giving short examples. Describe how you match the requirements of the job,



including experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief.

### **DBS (previously CRB)**

If you are selected for appointment to a post that involves access to children, you will be subject to this procedure. A DBS is carried out in the strictest confidence and only in connection with your application of employment and for no other purpose. If you are selected for employment, you will be required to give full details of any criminal record in confidence, prior to completing an application for DBS. Please use the Declaration Form Provided with the vacancy information. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision.

### **Declaration**

We ask for application forms to be signed and where they are e-mailed to us, applicants will be asked to sign the application form immediately prior to their interview. This declaration asks applicants to confirm all information given is complete and accurate. If documents provided by the candidate are found to omit any relevant information or contain false information the CLIC Trust reserves the right to immediately remove the candidate from the process, withdrawal of any offer of appointment, or dismissal at any time in the future and possible criminal prosecution.

The CLIC Trust uses the Home Office revised Code of Practice for Disclosure and Barring Service Registered Service.

### **Equality**

The CLIC Trust is a Cooperative Trust and does not discriminate on the basis of any individual's protected characteristics and encourages applications from all qualified applicants.

We pride ourselves on being a flexible and inclusive employer. We celebrate difference, embrace diversity and support all our people to thrive at work. If this sounds interesting, please apply to join us.

### **CLIC Trust's Privacy Statement for Applicants**

*This privacy notice explains how and why the CLIC Cooperative Trust, including each of its schools, uses personal data relating to job applicants.*

You should read this notice, so that you know what we are doing with your personal data. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future. This notice does not form part of any contract to provide services.

### **What types of personal data do we collect and where do we get it from?**

We collect many different types of personal data about you for lots of reasons. We cannot administer your job application without your personal data. Where we don't need your personal data, we will make this clear, for instance we will explain if any data fields in our application are optional and can be left blank.

You provide us with personal data directly when you apply for a job with us and when you complete our Trust Application Form or correspond with us.

### **What do we do with your personal data, and why?**

We process your personal data for particular purposes in connection with your job application or engagement with us and the management and administration of our business.

We are required by law to always have a permitted reason or justification (called a "lawful basis") for processing your personal data. Our processing of your personal data is:

- necessary for us to comply with a legal obligation; or
- necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it

Should you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our engagement with you.

We may also convert your personal data into statistical or aggregated form to better protect your privacy, or so that you are not identified or identifiable from it. Anonymised data cannot be linked back to you. We may use it to conduct research and analysis, including to produce statistical research and reports.

The Trust also has the legal right and a legitimate interest to collect and process personal data relating to those that apply to work in our schools. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring

### **Special category personal data (including criminal data)**

We are required by law to treat certain categories of personal data with even more care than usual. These are called sensitive or special categories of personal data and different lawful bases apply to them. Our purposes for which we process your special category personal data and the relevant lawful basis on which we rely for that processing is:

- It is necessary for reasons of **substantial public interest**
- It is necessary for us **to comply with a legal obligation**

### **How do we keep your personal data secure?**

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. For more information, please read our GDPR Data Protection Policy.

### **How long do we keep your personal data for?**

We will only retain your personal data for a limited period of time.

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper

based) and retained during your employment. The periods for which your data will be held will be provided to you in a new fair processing notice.

### **What are your rights regarding your personal data?**

You have certain legal rights, in relation to your personal data we hold.

Where our processing of your personal data is based on your **consent**, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on; in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal data is necessary for our **legitimate interests**, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

If you wish to exercise any of your rights please contact [DPO@clctrust.org](mailto:DPO@clctrust.org) in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator.

### **Where can you find out more?**

More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on: [DPO@clctrust.org](mailto:DPO@clctrust.org)