

Duchy of Lancaster Primary School

Part of the DEMAT family

Headteacher Applicant Information Pack



Duchy of Lancaster



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Introduction from the CEO

Dear Candidate,

This is a great opportunity to be part of the next stage of Duchy's development, one which has the full backing of DEMAT, staff, pupils, and local community. As part of both the Trinity Federation - along with Weeting and The Norman - the Headteachers of each school work closely with their Hub Director, Jo Brown, to provide the highest quality of education.

The DEMAT family has more than 7,000 children, across 39 schools supported by more than 1,000 members of staff. Our vision is for every child to flourish, to be introduced to the richness of human experience, and to understand, question, and contribute to the world around them. We do this through a high-quality, knowledge-rich curriculum and by supporting our staff and pupils to be the very best they can be. Our next Headteacher will be someone who can remain true to the vision and values of both the Trust and school. We are looking for someone who understands the importance of the curriculum in ensuring all children receive a high-quality education.

We recognise the importance of a strong, coherent curriculum and how this can build upon the firm foundations laid through high-quality early reading development supported by clear and precise teaching. Our schools are broad in context with distinctive communities, and we work with our Headteachers to provide high-quality, effective and efficient support from the Trust so that teaching staff can focus on the things that matter most – delivering a great curriculum for the benefit of the pupils.

We want the next Headteacher to have the confidence and vision to work with the local community and wider DEMAT family to create a great provision for our pupils at the school.

We are enthusiastic about this opportunity to select the right Headteacher to lead our school and we are looking for a someone who:

- Is able to demonstrate how curriculum is the driving force of a school
- Will demonstrate why the ability to teach reading is so important
- Has the ability and knowledge required to ensure we continue to improve and develop
- Is able to empower and motivate children, staff and parents, being a visible presence in and around the school
- Can demonstrate proven leadership experience
- Has high expectations of pupils, colleagues and themselves
- Can lead a dedicated workforce of teachers and support staff, demonstrating by example.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I expect all leaders across the Trust to support in the development of, not just their own school, but contribute towards our joint vision and strengthening alignment between schools. I would like to thank you for your interest in this exciting opportunity and hope you are inspired to join us. I'd encourage you again to visit the school to find out more about who we are and how we work. Should you wish to speak directly, or have any questions, please get in touch.



Adrian Ball
Chief Executive Officer



DEMAT

DEMAT, founded in 2012, is a large multi-academy Trust which consists of 39 primary schools and around 7,000 pupils.

We have seen our Trust grow considerably and we have experienced and successfully tackled many of the challenges that face new and growing MATs. This has given us clarity on what we need to do to continue in a successful, sustainable manner. We have created an operating model which allows for additional growth in incremental steps, while still providing the capacity to support our academies in a multifaceted approach.

DEMAT is the first option for any Church school within the Diocese which wishes to join. We believe in the power of education to transform lives and are committed to delivering a high-quality education, collaborating with one another and realising the benefits of being part of a larger group of like-minded schools.

Each of our academies has their own unique history and identity, and we set out to ensure that we preserve these characteristics. We recognise that further growth of the Trust must both prioritise the preservation of the unique characteristics of new academies and develop the alignment to the DEMAT family values and principles.

Providing High Quality Education

So that all DEMAT pupils are afforded the greatest possible opportunities and choice in life, DEMAT academies have a resolute focus on the quality of education. Our pupils are entitled to the best possible academic and wider curriculum – and we strive to provide this. We believe in the power of knowledge and we purposefully build our curriculum to ensure that our pupils gain and retain the kind of powerful knowledge that can take them beyond their everyday experiences.

Reading

We place the utmost value on the teaching of reading. No child should leave any of our schools unable to read fluently and therefore all must be taught with precision and expertise.

Excellent Teaching

We have high expectations of our pupils and are committed to maximising the standards and outcomes for them through the continuous pursuit of excellent teaching.

Evidence-Informed Professional Learning

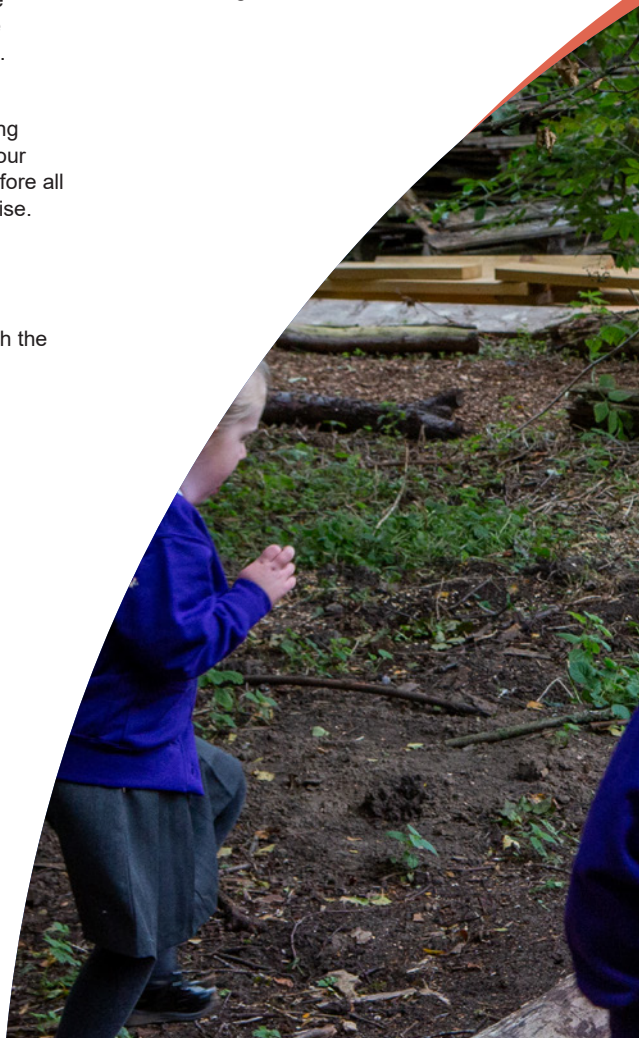
We offer our Early Career Teachers a bespoke programme and are building our offer for staff development at each career stage.

Curriculum

We believe all pupils should be introduced to the richness of human experience, therefore we supplement and build on our academic curriculum through carefully-curated experiences linked to the humanities and the arts.

Safeguarding and Inclusion

DEMAT academies provide a truly inclusive and aspirational education for all learners. A core principle of our Inclusion & Safeguarding Team is to develop a network of highly skilled professionals in academies through facilitating training for those responsible for inclusion and safeguarding. This is alongside challenging academics to assist the drive for high standards and the monitoring of our effectiveness.



Our Mission

Our Mission is to deliver a high-quality education for children and young people of all faiths or none - underpinned by our Christian distinctiveness.

Our Vision

Is for every child to flourish, to be introduced to the richness of human experience, and to understand, question, and contribute to the world around them.

Our Values

Love

We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

Community

We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

Respect

We do everything possible to provide a caring, safe, and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

Trust

We acknowledge accountability and responsibility for our actions but ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition

We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.



A photograph of two young children in a schoolyard. A boy in a grey sweater is crouched on a large yellow ball, looking intently at something off-camera. A girl in a school uniform and glasses is standing next to him, also holding a large yellow ball. In the background, another child is partially visible, sitting on a red ball. The ground is covered in green artificial grass, and there's a blue and white structure in the background.

Meet your Hub Director

On behalf of our school, I am delighted that you are considering applying for the Headteacher position of Duchy of Lancaster Primary School. We are looking for an ambitious and inspirational leader who can provide a clear vision and direction to continue the great work that is in progress at our school, who will build on the current good practice and bring a fresh perspective. Our school has a true feeling of community, and we are looking for a Head who is prepared to get to know the children and staff throughout the school.

As the Headteacher of the Duchy of Lancaster School, you will work as part of the Trinity Partnership leadership team. This partnership consists of three schools - The Norman Primary, Weeting Primary and Duchy of Lancaster Primary. You will work together to ensure that the pupils attending the partnership receive the high-quality education that they deserve. Working together in this way provides you with great support, guidance, and challenge to achieve the absolute best education at each school.

We seek to appoint someone who loves education; a leader who will give our children every opportunity to learn, develop and flourish and enjoy their learning together. This leader will have high expectations of children in all areas of school life and focus on their growth as people, as well as maintaining and improving standards across the board, ensuring that they reach their full potential. They will ensure that children are able to flourish in all aspects of human experience: academically, personally, socially and spiritually and they will value and hold high expectations for all children, regardless of circumstance. We are looking for someone who has excellent communication skills, who can engage with all stakeholders; parents/carers, staff, pupils and the wider Trust.

We are asking a lot from our new Headteacher, in return we can offer a supportive Trust who are committed and dedicated to working with the school, families, staff and pupils to continue the strong school development already in place. The successful candidate will drive forward our ambitious curriculum, inclusive culture and staff development maintaining the Christian environment which epitomises our ethos and culture. If you think this is you, we look forward to meeting you.

Jo Brown
Hub Director



Duchy of Lancaster Primary School: Vision, Mission, Values

Vision

At Duchy we share the vision, mission and values of our Trust, DEMAT. Our school-specific values reflect these and add to them.

At Duchy, our school vision is underpinned by the bible verse, "A cord of three strands is not easily broken." (Ecclesiastes 4:12).

Mission

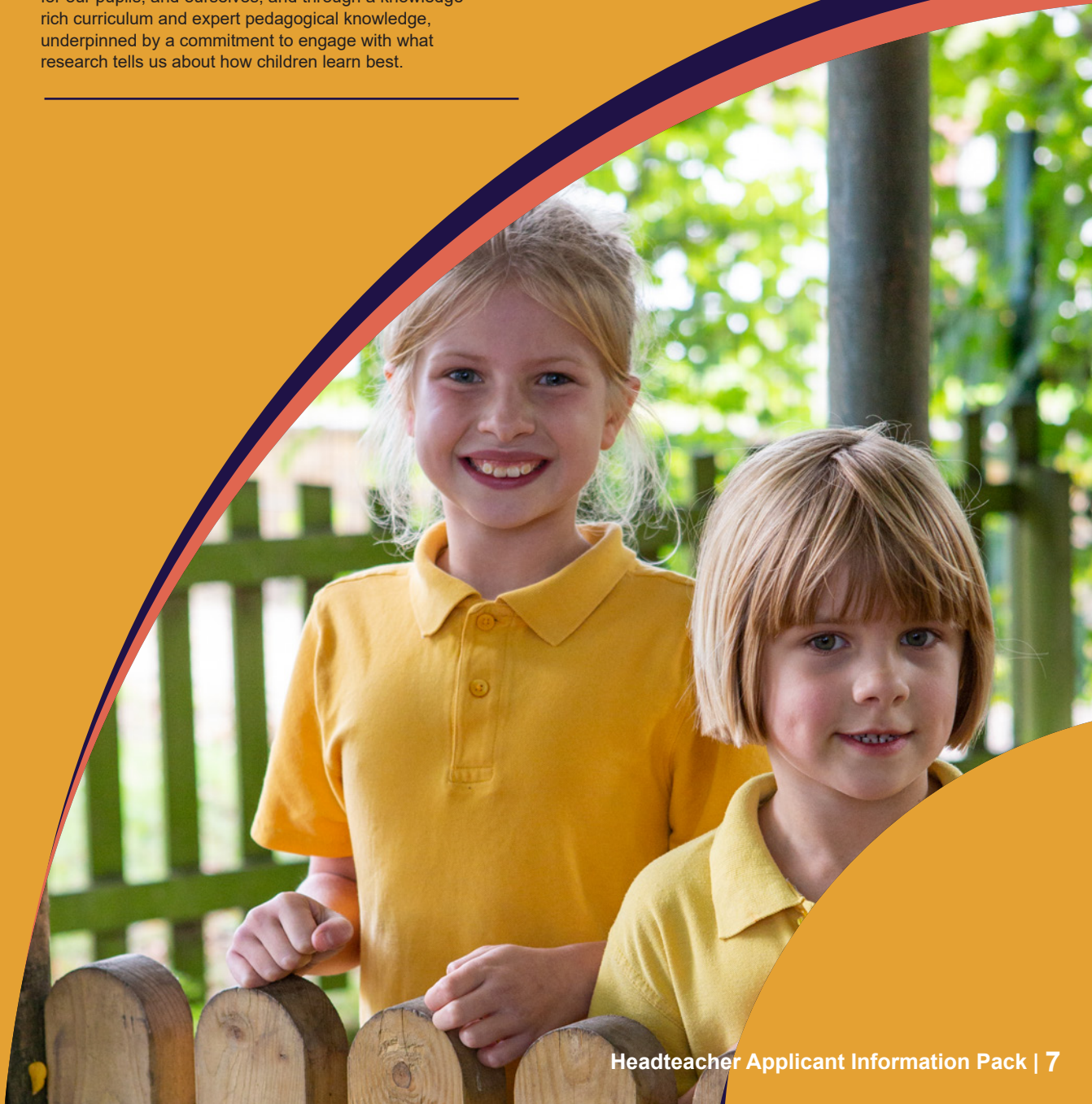
This means that we work together in our own school and across the partnership to ensure that our pupils are equipped with everything they need to flourish - academically, personally, socially, and spiritually. We seek to achieve this by holding the highest of expectations for our pupils, and ourselves, and through a knowledge-rich curriculum and expert pedagogical knowledge, underpinned by a commitment to engage with what research tells us about how children learn best.

Values

Our values encompass the expectation of all pupils at the school.

- Ready
- Respectful
- Safe

The new Headteacher will have a crucial role in working with stakeholders to review and refine our mission, vision and values in order to lead the school, partnership and community with the highest of expectations.





Our New Headteacher

We are looking for a Headteacher who is fully aligned with the DEMAT vision.

Our new Headteacher will be someone with the skills, drive, and commitment to bring this vision to fruition. They will be someone who knows that all children have both the right, and the ability, to achieve the highest of standards, and they will not accept low expectations from anyone.

Our new Headteacher will have engaged in current educational discourse including on curriculum, pedagogy and instruction, and school leadership, and will be able to speak with clarity about what makes excellent practice in these areas. They will be, in every sense, the Headteacher, as they lead their team to deliver exceptional outcomes through the collective understanding of key principles which underpin the highest quality of education. They will be network- minded and able to contribute significantly to the Trust's strategic development.

What we can offer you

We are committed to providing systems of high-quality support and challenge to ensure that our school leaders develop and that our schools continually improve. You will join a team that supports all our leaders to have direct links with each other and our Education Team.

Together we are building a strong offer for professional development at each level. With a strong emphasis

Requirements bespoke to Duchy of Lancaster Primary School

Our Headteacher:

- can demonstrate high expectations of pupils, colleagues and themselves, without exception
- can drive forward the curriculum offer to ensure that, in all subjects, it is valued, specified, well-sequenced and taught to be remembered
- will establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- will ensure rigorous approaches to identifying, managing and mitigating risk
- will make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- can develop appropriate evidence-informed strategies for improvement as part of well- targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- will ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- can demonstrate experience of establishing and sustaining culture and practices that enable pupils to access the curriculum and learn effectively
- will ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- will ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- will ensure high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- will ensure the school fulfils its statutory duties with regard to the SEND code of practice
- will ensure recent developments in school promote the protection and safety of pupils and staff through effective approaches to safeguarding

on CPD, we continue to develop our subject communities and phase-based forums so that all schools have access to centrally-run training and to effective partnerships.

You will be part of Trust that provides leadership and support to schools through our core leadership and central services teams, which includes an experienced and supportive CEO, an Education Team, Inclusion & Safeguarding Team, Finance, HR, Governance, Building and Property services. The successful candidate will benefit from this significant support coupled with a with a comprehensive induction and CPD programme.

All the above is in addition to a competitive salary - 1% above the STCDP - and conditions of employment for Headteachers laid down in the most recent version of the School Teachers' Pay and Conditions Document and Headteacher Standards 2020.



Core Purpose

The post holder will be accountable to Headteacher's standards 2020 and will proactively promote and demonstrate the DEMAT vision and Christian values, respecting cultural diversity within contemporary Britain.

The Headteacher is accountable for ensuring the educational success of the primary academy for which they lead, aligned with the DEMAT approach to providing an excellent level of education, and for working towards the individual academies and the Trust's strategic plans. They are responsible for creating a culture of consistent improvement and should be committed to the highest achievement for all.

Strategic leadership

- Lead by example; provide considered and consistent leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the academy and of DEMAT.
- Demonstrate commitment to the DEMAT vision, strategy, and Christian values.
- Gain commitment to the need for improvement, developing an environment of the highest expectations.
- Ensure alignment across all teaching staff to the DEMAT principles of curriculum and teaching.
- Work with the Trust and the local governing body, to develop the shared vision and strategic plans for Duchy of Lancaster's C of E Primary School.
- Plan and organise effectively to ensure not only the strongest possible outcomes but that they are achieved in a way that is manageable and sustainable by all members of staff.
- Critically evaluate the academy's performance and ensure performance targets are achieved, including those in vulnerable groups.
- Establish collaborative and open relationships with all stakeholders and the local governing body.
- Secure the commitment of parents, carers and the wider community to the vision and direction of Duchy of Lancaster's C of E Primary School and the Trust.
- Ensure regular, open communication with the DEMAT Central Team, and other DEMAT academies, working to enable the Board of Trustees to meet its responsibilities.
- Demonstrate the resilience and motivation required to lead through day-to-day challenges while maintaining clear, strategic direction.

Job title

Headteacher

Location

Hythe Road,
Methwold,
Thetford,
Norfolk,
IP26 4PP

Salary scale

L06 (£48,211) – L10 (£53,249) +
relocation allowance, if applicable
(we pay 1% above STCPD)

Reporting to

Hub Director

Start date

1 September 2022



High-quality teaching and learning

- Ensure all staff use agreed, research-informed strategies to provide effective teaching methods in conjunction with the DEMAT Education Team and the Trust principles of curriculum and teaching.
- Secure and sustain effective, high-quality teaching and learning by ensuring Duchy of Lancaster's C of E Primary School has sound strategies for monitoring and evaluating the quality of education and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children
- Align with DEMAT principles of curriculum and teaching, supporting its delivery alongside the local governing body and senior leaders to meet statutory requirements and meet DEMAT aims and local needs.
- Ensure that robust assessment data analysis is used to set challenging targets and to support teachers and leaders to monitor progress, recognising where pupils or staff need extra support.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum, teaching and assessment.
- Ensure that a high-quality ambitious educational experience is available for all children.
- Promote excellence in spiritual, moral, social and cultural education and development for all children.
- Work with the Education Team to ensure effective practice is embedded in line with requirements of SIAMS and OFSTED inspections.
- Ensure that effective and appropriate pastoral support is available to children in the academy.
- Develop an inclusive and supportive approach so that Duchy of Lancaster's C of E Primary School is a place where all children know they are welcome, feel safe and can reach their full potential.
- Work with the Education Team to secure approaches to behaviour that are based on codified strategies. Ensure that excuses are neither accepted nor made for poor behaviour.
- Develop a culture of accountability to recognise excellence as well as providing appropriate strategies to deal with under performance in accordance with Trust appraisal and capability policies and procedures.
- Ensure that that all senior and middle leaders, or those with responsibility, within the school have clearly defined responsibilities and accountabilities.
- Oversee the implementation of DEMAT policies, principles and procedures ensuring consistent application and monitoring for impact.
- Ensure agreed reporting mechanisms are effectively in place for the local governing body.

The self-improving school system

- Treat everyone fairly and equitably demonstrating the Trust's core values.
- Instill an ethos and culture of the highest expectations in every aspect of school life.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on needs identification.
- Develop leadership capacity at all levels, through coaching, mentoring and other appropriate means.
- Seek to establish strong middle leadership roles within a distributed leadership structures.

Systems and processes

- Ensure DEMAT and academy priorities and principles are consistently and effectively implemented, and the impact monitored for pupil outcomes.
- Secure robust academy self-evaluation and quality assurance procedures.
- Work with the finance team, including the academy finance assistant, to build a sustainable three-year budget, reflecting the future needs of the school and within the Trust ratios for its academies.
- Ensure regular monitoring of the budget and effective use of resources.
- Work with the Central Team to recruit and retain staff with the academy and wider Trust.
- Maximise the opportunities presented for sharing and developing good practice within the academy and the wider Trust.
- Keep abreast of educational discourse and best management practice in order to make well-informed decisions and to introduce appropriate innovation.
- Develop strong, positive relationships with colleagues across DEMAT and contribute towards collaborative work across academies, supporting other staff to participate in Trust wide activities.
- Participate in Trust-wide activities to share best practice, contribute to the development of Trust strategies, principles and policies, and promote the academies and the Trust in a local and national context.
- Promote wellbeing and work life balance for all staff.



Person Specification



Experience and Knowledge

Essential /
Desirable

Primary Headteacher or Deputy Headteacher experience	E
Significant experience as a senior leader with a demonstrable track record of impact on improving and sustaining primary school standards.	E
Experience of, and proven success with, school improvement strategies working with other school leadership teams.	E
Graduate with qualified teacher status.	E
Recent experience of Ofsted inspection system & framework.	E
Experience of delivering or facilitating leadership and other staff development programmes.	D
Experience of quality assuring school self-evaluation and improvement activities.	E
Experience of developing school governance and promoting effective challenge and support.	D
Ability to lead, coach and motivate staff.	E
Experience of leading performance management and successfully addressing underperformance.	E
Experience of promoting and leading school strategic partnerships.	E
Knowledge of the denominational inspection (SIAMS) framework.	D
Knowledge of high-quality church school provision.	D
Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements.	D
Achieved NPQH.	D
Evidence of a commitment to on-going learning and professional development.	E
Demonstrates a deep understanding of the DEMAT educational principles.	E

Personal Attributes and Skills

Essential /
Desirable

Present self as highly-professional, setting high expectations for all and leading by example with integrity, thoughtfulness, resilience and clarity.	E
Commitment to collaborative ways of working.	E
Ability to generate and deliver collective vision and shared purpose.	E
Excellent organisational skills.	E
Able to analyse academy performance data.	E
An enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards.	E
Able to work under pressure to meet targets and deadlines.	E
Be adaptive and responsive to change.	E
Demonstrates commitment to own professional learning and development as well as that of others.	E
Evidence of a commitment to ongoing learning and professional development.	E

Special Requirements

Essential /
Desirable

Sympathetic to the aims, values, ethos and distinctiveness of Church of England schools and academies.	E
Full driving licence and use of car.	E
Able to travel across the Diocese.	E



How to join us

To apply for this opportunity to join DEMAT as our Headteacher at The Duchy of Lancaster Primary School please visit My New Term via

[Job Adverts & Applicants \(mynewterm.com\)](https://mynewterm.com)

Application forms and supporting cover letters should be submitted via 'My New Term': Please refer to the Job Description and Person specification in your application.

Please note the following is being applied for this position:

Closing date:

Monday 23 May 2022 at 9am

Shortlisting of applicants:

Monday 23 May 2022

Interview date:

Wednesday 25 May 2022

Getting in touch

You are more than welcome to contact us to discuss this position and should you wish you to so please contact Laura Barton via hrteam@demat.org.uk.

Should you wish to visit The Duchy of Lancaster Primary, and we would encourage you to do so please be aware that we are able to facilitate visits while adhering to Covid restrictions. Please contact Laura Barton as above.

You can find further information on our Trust by visiting our website: www.demat.org.uk.

Further details about The Duchy of Lancaster Primary can be found on the school website: www.methwold-pri.norfolk.sch.uk/

Interviews

Interviews will be held at Duchy of Lancaster CofE Primary School, Hythe Road, Methwold, Thetford, Norfolk, IP26 4PP

Our recruitment approach

The Diocese of Ely Multi-Academy Trust (DEMAT) is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Any appointments will be subject to satisfactory references, an enhanced DBS check and medical checks.





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The Diocese of Ely Multi-
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