

Headteacher Recruitment Pack

Ninfield Church of England School



SALARY:	Leadership Pay Range L11-18, £56,796-£66,684
START DATE:	September 2023; or sooner if possible
CLOSING DATE:	9am, Monday 20th February
SHORTLISTING DATE:	Wednesday 22nd February
INTERVIEW DATE:	Monday 27th February

Ninfield Church of England School

Thank you for your interest in the post of headteacher at Ninfield Church of England School.

Within our caring, Christian community, our vision is to provide all children with equal access to high quality learning opportunities and enable everyone to realise their full potential.

Ninfield has historically been a very strong and successful school. It is set in a beautiful rural location in the heart of the village community.

Our children and staff enjoy a bright modern environment in the original village school building, which has been extensively renovated and refurbished over recent years. Two new classrooms were added in 2019 as well as a Multi-Use Games Area which is shared with the community.

The staff at Ninfield C.E. School are dedicated and have a wealth of experience. We have strong partnerships with local churches, community and parents. We provide a calm and caring atmosphere in school and we foster a hardworking ethos based on an enjoyment of learning.

As a result of our current Ofsted grading, the Interim Executive Board are working closely with the Interim Executive Headteacher, school staff and The Diocese of Chichester Academy Trust (DCAT) to become part of the Trust and thus secure and build upon the continued improvements and success of the school. We aim to join the Trust by the end of this school year and we are looking to appoint a new Headteacher to join us at this new and exciting time for our school.

Once again, thank you for your interest in this post and I hope you find the enclosed information useful.

Visits to the school are strongly encouraged, please contact the school office to arrange this.

Yours Sincerely



ANNE ALLISON

Chair of Interim Executive Board



Welcome



Dear Applicant,

Thank you for your interest in the role of Headteacher at Ninfield Church of England School. This is an opportunity to lead a very strong staff, wonderful children and a committed parent/carer and community group, building on the foundations put in place since the school's last inspection.

The school is joining The Diocese of Chichester Academy Trust (DCAT) in the summer term and will join a strong group of schools in the Trust's East Region. The new Headteacher will be very well supported by the Trust, so it is a role for either an aspiring or existing Headteacher.

Candidates are asked to engage with the school's website and only apply if you feel the school and Trust vision are aligned to your own.

To aid discernment, we ask that interested candidates visit the school and speak to members of DCAT prior to submitting an application.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mark Talbot'.

MARK TALBOT
CEO

A handwritten signature in black ink, appearing to read 'Beruk Berhane'.

BERUK BERHANE
Deputy CEO

The Diocese of Chichester Academy Trust

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.



Our Schools

THE MAP BELOW GIVES AN INDICATION OF THE SPREAD OF SCHOOLS WHICH ARE CURRENTLY IN TWO REGIONS. THE NINFIELD CHURCH OF ENGLAND SCHOOL WILL BE JOINING THE EAST REGION IN EARLY SPRING.

WEST REGION

- 1 St James' CE Primary Academy
- 2 St Francis Catholic & Church of England Academy
- 3 St Blasius Shanklin C of E Primary Academy
- 4 St Columba CE Primary School
- 5 St Joseph's CE Junior School
- 6 St Joseph's Infant School
- 7 The March CE Primary School

EAST REGION

- 8 St John's Meads CE Primary School
- 9 St Catherine's College
- 10 The Haven CE Methodist Primary School
- 11 Hurst Green CE Primary School & Nursery
- 12 Northiam C of E Primary School
- 13 Sedlescombe CE Primary School
- 14 Christ Church CE Primary & Nursery Academy
- 15 St Leonards CE Primary School
- 16 St Paul's CE Academy
- 17 All Saints CE Junior Academy
- 18 Ninfield Church of England School



Job Profile of Headteacher

Position	Headteacher
Salary Scale	Leadership Pay Range L11-L18, £56,796-£66,684 per annum
Terms & Conditions	Standard Headteacher T&C's
Contract type	Permanent, Full Time
Benefits	<ul style="list-style-type: none">• Teacher Pension Scheme• Free Parking onsite• Cycle to Work scheme• Employee Assistance Programme
Responsible to	Senior Education Lead of DCAT
Base	Ninfield Church of England School Church Lane, Ninfield East Sussex, TN33 9JW

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 school 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
- 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
- Hold and articulate a clear Christian vision for the school, ensuring this vision is clearly articulated, shared and acted upon by all.

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 & special educational needs (SEN) & 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.

Job Profile of Headteacher

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 The Ninfield Church of England School 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

- | | | |
|----|---|---|
| 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

- | | | |
|---|--|---|
| 1 | Successful experience of senior leadership at assistant or deputy Headteacher 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
7	An understanding of current Statutory Inspection of Anglican and Methodist Schools (SIAMS) within which the school operates	E
8	Experience of successful leadership of a Statutory Inspection of Anglican and Methodist Schools (SIAMS)	D
PERSONAL QUALITIES		
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

How to Apply

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

For an informal discussion with the existing Executive Headteacher and/or Chair of Governors, and to arrange a school visit, please contact the school. For a conversation with a member of the DCAT team please contact **01273 425001** or email **hr@dcacat.academy**.

Please submit a completed application form outlining your suitability for the role. CV's will not be considered. Applications should be received no later than 9am, Friday 20th February 2023. If you are shortlisted, interviews will be held Monday 27th February 2023. Please send your cover letter and completed application form to: **hr@dcacat.academy**. All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of three satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Headteacher

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- Working pattern:** Full-time
- Closing date:** 9am, Monday 20th February
- Shortlisting date:** Wednesday 22nd February
- Interview date:** Monday 27th February

Ninfield Church of England School

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Website: www.ninfieldceschool.org.uk