



# Diocese of Salisbury Academy Trust

*'Beyond expectations for all of God's children'*



## St. John's CE Primary School

*'Growing and learning together, sharing the love of God'*

## **KS2 Teacher — permanent Part-time Job share**



## **Recruitment Pack**



# Welcome to the Diocese of Salisbury Academy Trust (DSAT)

**and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the medieval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with eighteen academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at [www.dsat.org.uk](http://www.dsat.org.uk). We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

## **This recruitment pack includes:**

### **Our School**

Brief outline of who we are and what we do

### **Job Advert and How to Apply**

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

### **Job Description and Person Specification**

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

### **DSAT Vision and Values**

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

### **Equal Opportunities Monitoring Form**

We are committed to equality in the workplace and supporting the development of all our employees.

### **Privacy Notice**

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.

## Letter from Headteacher



Dear Applicant,

Thank you for your interest in applying for a teaching position at St John's CE Primary School. We are a successful, oversubscribed 1 form entry primary school with a nursery and pre-school.

As a Church of England School we have a biblical foundation rooted in this verse; *'A new commandment I give to you, that you love one another. As I have loved you, so you must love one another.'* John 13.34 We work collaboratively and get on well together to promote high expectations and aspirations for all of our children and their families.

We are part of the extended family of the Diocese of Salisbury Academy Trust (DSAT); a strategic and forward-thinking Trust that recognises the needs and challenges across all its academies. As part of DSAT, we benefit from a supportive network of colleagues from across Dorset and Wiltshire and excellent opportunities for professional development and training.

Currently we are looking to appoint a very well organised and highly motivated KS2 teacher who has high expectations for all learners. This will be a permanent, part time position (2.5 days plus PPA time) working in successful partnership with an existing teacher to create a job share teaching role.

You need to be able to offer us a passion for teaching and a commitment to believing and recognising that all of our children are capable of achieving fantastic attainment and progress across the whole curriculum-no matter what. As a school we recognise the importance of ensuring that there are relevant, quality opportunities for teachers who are keen to develop their career pathways and will seriously invest in teachers who wish to progress in this way.

Everything that we aim to be and achieve at St John's is grounded in our church school ethos and everyone in our school community is encouraged to embrace our vision and values. We believe that children can do their best if they feel that they belong, are valued, listened to and understood.

As our usual school visits are not possible at this time, I would like to offer candidates the opportunity to meet with me and visit the school at the end of the day in a fully COVID-secure way. Please contact the school office to make an appointment should you wish to do so.

Yours sincerely,

Amanda Aze  
Headteacher

## Our Vision and Values

'Growing and learning together  
Sharing the love of God'

*St John's Church of England Voluntary Aided Primary School was founded in 1864 for the education of children in the local community and the Parish of Radipole and Melcombe Regis, guided by the principles of The Church of England. At the heart of St John's Primary School is a desire that Christian ideals and values should inform every aspect of the school's life, including an expectation that all children make the very best progress.*

### The Vision Vessel

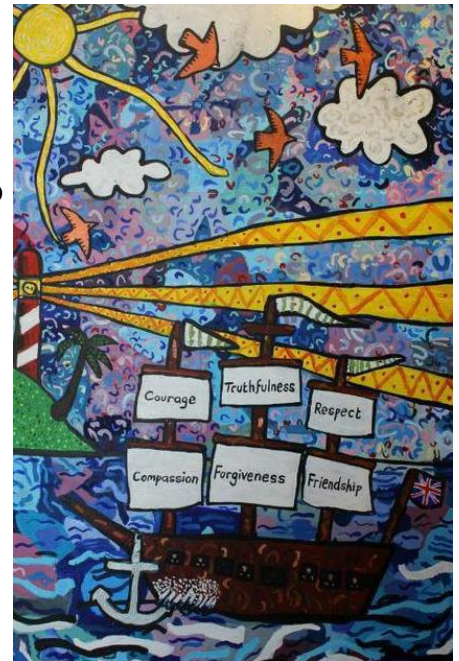
We are on a voyage of discovery and this ship represents our school. It is a vessel that takes us to new and exciting places with our faith and our learning. The sails are named with our school values. They are powered by the wind which represents The Holy Spirit. Our sails need to be filled with wind to be effective and move the ship forwards.

Our school community are all on board and we work as a team to travel together. Our school staff are the crew. They are well trained and do their jobs well so that everyone can get to their destination.

The birds soaring through the sky are flying high and represent our aspirations. At St John's Primary School the sky is the limit.

The anchor is God's love. Even when the sea is stormy we can trust in Him.

The lighthouse represents St John's Church. In days gone by the spire of St John's Church was used by sailors as a navigational aid. The light of Jesus shines out from the lighthouse guiding the ship into safe waters.



### Our Mission

To be a caring school family where all of our children are able to experience;

- The very best education to enable them to flourish as a child of God
- The opportunity to begin and then continue their own journey of faith
- Encouragement and support to nurture and live out our school Christian values.

### Aims

- To give children the opportunity to experience the love of God in Jesus Christ
- For children to grow in their sense of personal worth and their respect for others
- Develop an appreciation of being a responsible member of a community
- To offer high quality teaching and learning experiences for every child
- To encourage and develop a love of learning
- To work closely with families to foster positive relationships that benefit the child



## Our School

We are a small school with big expectations for our pupils.

At St John's Church of England Primary School we provide a happy, caring and stimulating learning environment where the focus of everything we do is the children. We value and respect families from all faith or non-faith backgrounds and enjoy building relationships to ensure that all children achieve the very best they can be during their time at the school.

Our aim is to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning of faith and promote Christian values through the experiences we offer to all our pupils.

### Looking forward to school every day

We believe that in order for children to do well and make great progress they need to feel safe and happy at school. We place a premium on ensuring that children are cared for and supported if necessary so that they can look forward to coming to school, make friends and enjoy their learning.

We encourage everyone at school to live out our school values. We believe this helps us to be the best we can be, help each other to feel valued and encouraged and recognise where we need to learn from our mistakes in a safe and caring way.

Our school values are:

**Respect:** *We are fair and value each other's ideas and opinions.*

**Friendship:** *We are kind and encourage one another.*

**Truthfulness:** *We tell the truth and own up to mistakes.*

**Compassion:** *We look after each other and share.*

**Courage:** *We try new things and do our best.*

**Forgiveness:** *We give people a chance to start again.*

### Achieving our best and having fun!

St John's teaches a broad and creative curriculum that engages children so they look forward to lessons, enjoy their learning, make good progress and have fun.

We have high expectations for achievement in reading, writing and maths and strongly believe that memorable learning happens when lessons are practical and engaging. A thematic approach to lessons mean that children will enjoy learning in a cross-curricular way where links are made to other subjects.

Opportunities to take part in sporting events and competitions, performing a Shakespeare play on a professional stage, learning to sail, conducting exciting science investigations, playing a musical instrument, designing, creating and using technology are some of the ways we ensure that children gain a wealth of experience during their time with us. A broad range of extra-curricular clubs are also offered.

Our curriculum offers many opportunities for educational visits to enhance learning, including residential trips for our older children.

We promote the spiritual, moral, cultural and social development of all our pupils. Therefore children become confident and comfortable in sharing their views on matters of faith and beliefs and listen with respect to the opinions of others.





# Job Advert

**Job Title**

KS2 Teacher

**Academy Name**

St John's CE Primary School

**Location**

Coombe Avenue, Weymouth, Dorset DT4 7TP

**Contract Type**

Permanent job share 2.5 days per week + PPA

**Salary**

£25,714 - £36,961 Main scale 1 - 6

**Pension**

Teacher Pension

**Contact**

Mrs Amanda Aze, Headteacher

Telephone: 01305 785711

Email: [office@stjohnswey.dsat.org.uk](mailto:office@stjohnswey.dsat.org.uk)

**Closing Date**

9am Friday 14<sup>th</sup> May 2021

**Interview Date**

Friday 21<sup>st</sup> May 2021

**Start Date**

September 2021

St John's is looking to welcome a new teacher to our school team who truly loves teaching and is passionate about making a difference for every single child.

We are a friendly, professional team who value the importance of getting on well together so that our school community lives and learns well in a positive, mutually respectful way.

In order for our children to do the best they can we work together to create a caring, nurturing environment where it is safe for children to make marvellous mistakes and encourage an understanding that there is learning in every situation. Our Ofsted inspection in 2020 recognised many aspects of our children's behaviour and attitudes as exceptional.

Alongside this we are ambitious for what our children can achieve and expect all of our staff to have high expectations for every child in all areas of teaching and learning, no matter what their starting points might be. Our school vision and values underpin everything that we do and we love to celebrate seeing our school values in action.

If you feel that we are what you are looking for to start or progress your teaching career further and a teacher who truly cares about providing the best learning for children, we would love to hear from you.

## How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies, and these can be arranged between yourself and the school. As our usual school visits are not possible at this time, I would like to offer candidates the opportunity to meet with me and visit the school at the end of the day in a fully COVID-secure way. Please contact the school office to make an appointment should you wish to do so.

When you have enough information to make your decision to apply, please complete all sections of the application form which can be found on our website [www.stjohns.dsat.org.uk](http://www.stjohns.dsat.org.uk) (Please see Parents tab>vacancies). Please state clearly which position you are applying for, your reasons for applying and your areas of interest and expertise. It is important that you write your application based upon the person specification.

Please send completed application forms to Mrs Amanda Aze (Headteacher) St John's CE Primary School, Coombe Avenue, Weymouth, DT4 7TP or email [office@stjohnswey.dsat.org.uk](mailto:office@stjohnswey.dsat.org.uk)

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Interviews are to be confirmed and further details about the interview process will be emailed to the candidates in good time.

The Diocese of Salisbury Academy Trust is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required.



# Job Description



## Main Duties:

### 1. Planning, Teaching and Class Management

- To teach allocated pupils by planning their teaching to achieve progression of learning through:
  - identifying clear teaching objectives and specifying how they will be taught and assessed;
  - setting tasks which challenge pupils and ensure high levels of interest;
  - setting appropriate and demanding expectations;
  - setting clear targets, building on prior attainment;
  - identifying SEN or very able pupils;
  - providing clear structures for lessons maintaining pace, motivation and challenge;
  - making effective use of assessment and ensure coverage of programmes of study;
  - ensuring effective teaching and best use of available time;
  - monitoring and intervening to ensure sound learning and discipline;
  - working in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
  - putting the needs of the school's pupils first and actively promote and enthusiasm to learn;
  - actively promoting environmental sustainability;
- To use a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
  - select appropriate learning resources and develop study skills through library, ICT and other sources;
  - ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
  - evaluate their own teaching critically to improve effectiveness.
- To liaise with other teachers in the year group, key stage and, where appropriate, other phases, in planning, delivering, assessing and evaluating each area of the curriculum.
- To take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies, and particularly the foundations for literacy and numeracy.
- To encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- To manage parents and other adults in the classroom.

### 2. Monitoring, Assessment, Recording, Reporting

To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.



### 3. **Other Professional Requirements**

To:

- have attained the National Standards for Qualified Teacher Status;
- enhance and update their teaching skills through continuing professional development;
- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- take on any additional responsibilities which might from time to time be determined.

### 4. **To fully comply with the Trust's safeguarding policy.**

5. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.



## Person Specification

Key criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Have qualified teacher status.</li> <li>Proven experience of teaching in EY or a key stage.</li> <li>Use of ICT to support teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Developing partnerships in the wider school community</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>A secure knowledge of a key stage.</li> <li>Ability to plan and deliver stimulating lessons.</li> <li>Have an understanding of how to use assessment for learning.</li> <li>Be able to keep detailed records and monitor children's progress.</li> <li>Be able to use a variety of behaviour management strategies.</li> <li>Have an understanding of SEND</li> <li>Keep up to date with current initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent and relevant professional development.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Be an excellent teacher.</li> <li>Ability to differentiate for individuals.</li> <li>Have an understanding of learning styles and child development.</li> <li>Be able to work as part of a team.</li> <li>Have the ability to lead curriculum subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Use data to inform school target setting.</li> <li>Experience of leading a curriculum area in school.</li> </ul>
<b>Working with others</b>	<ul style="list-style-type: none"> <li>Be able to build positive relationships with children and adults.</li> <li>Be a role model to staff, children and the community.</li> <li>Liaise with and report to parents, governors and outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Show experience of working alongside others.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Organised.</li> <li>Flexible.</li> <li>Enthusiastic.</li> <li>Committed.</li> <li>Self-motivated</li> <li>Excellent communication and interpersonal skills.</li> <li>Show initiative</li> <li>Resilient</li> <li>Be reflective on own practice.</li> <li>Have a desire to engage in own professional development.</li> <li>Good sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>Clear commitment to extra-curricular activities</li> </ul>



**FAITH**  
 MAKES THINGS *Possible...*  
 NOT EASY

# Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. From January 2020, the Trust has eighteen academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The Salisbury Diocesan Board of Education (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board was formed to support their work and to promote new schools. The Diocese today extends over 2,000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. The SDBE works across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in their care. DSAT is open to both church and non-church affiliated schools across the region.



Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

We love learning and are passionate about the high standards we can achieve in all aspects of life.

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

We celebrate the achievements of every individual and share our successes widely.

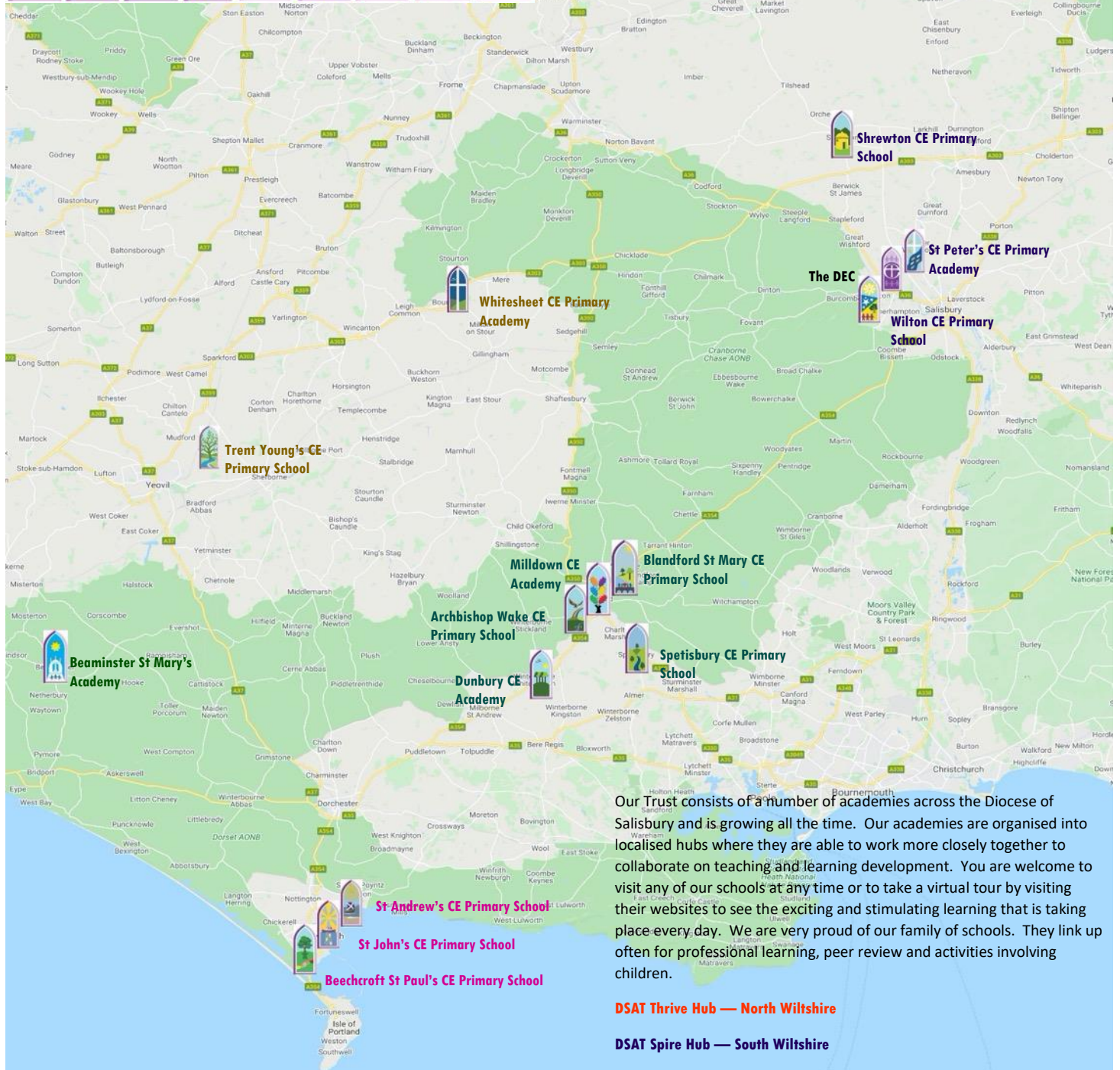






# Diocese of Salisbury Academy Trust

*'Beyond expectations for all of God's children'*



Our Trust consists of a number of academies across the Diocese of Salisbury and is growing all the time. Our academies are organised into localised hubs where they are able to work more closely together to collaborate on teaching and learning development. You are welcome to visit any of our schools at any time or to take a virtual tour by visiting their websites to see the exciting and stimulating learning that is taking place every day. We are very proud of our family of schools. They link up often for professional learning, peer review and activities involving children.

**DSAT Thrive Hub — North Wiltshire**

**DSAT Spire Hub — South Wiltshire**

**DSAT Emmaus Hub — North Dorset/ South Wiltshire**

**DSAT Forum Hub — Blandford Forum, Dorset**

**DSAT Weymouth Bay Hub — Weymouth, Dorset**

# Recruitment Privacy Notice

*This document is used during recruitment and in relation to any processing of personal data about those we are recruiting. The document is communicated to candidates when they first apply to work with the school as well as being made available on the school website.*

## Policy Statement

We are part of the Diocese of Salisbury Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

### *Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

### *Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

### **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

The Academy Office or the Trust's Business Support Administrator.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Dan Parker, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

### **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Dan Parker, Data Protection Officer, [dataprotection@dsat.org.uk](mailto:dataprotection@dsat.org.uk)