



Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'



Whitesheet
CE Primary Academy

KS2 Teacher



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. 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 showing an interest in the post advertised at Whitesheet Church of England Primary Academy. Whitesheet offers a truly unique teaching and learning environment in a beautiful village setting. We may be small... but we are perfectly formed with the added luxuries of a 'Secret Garden' and our very own heated outdoor swimming pool; currently being refurbished ready for the summer term.

Whitesheet sits at the heart of a strong, local community. The school is very well supported by a great team of parents, Governors and community members, all leading to the feeling that you are working as a 'family' to provide the most memorable school experience for all the children. The size of the school provides a great opportunity for every child to have a voice and to develop the skills and confidence to leave Whitesheet as independent young people ready for their next stage of challenge and adventure. It is a real privilege to be able to offer this amazing teaching and learning environment to the staff, children and families at Whitesheet.

At Whitesheet you will join a team of professionals who are welcoming, supportive and highly motivated. We work collaboratively to promote high expectations and aspirations underpinned by our Christian vision and values. We are proud to be a 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.

I look forward to meeting you and would highly recommend a visit to see us all in action. If you have any questions, please do not hesitate to get in touch.

Yours sincerely,

V. Higgins

Vanessa Higgins (Head of School)



Vision Statement

'Climbing to New Heights Together'.

This is underpinned by our five core values:

- Developing our spirituality
- Believing in ourselves and others
- Having courage and perseverance
- Being creative and and imaginative
- Sharing a love of learning

Our School

Set in the idyllic Wiltshire countryside in an area of 'Outstanding Natural Beauty', Whitesheet Academy is a small, rural Primary School with excellent provision for pupils from a wide catchment area.

We are proud of:

- our 'Good' Ofsted and SIAMs reports
- links with our local churches
- supportive parents
- our fantastic relationships with our community
- latest ICT technology
- strong focus on Mathematics and English balanced by a creative 'Discovery' curriculum
- delicious 'home-cooked' lunches
- a wide range of clubs
- large, bright Sports Hall
- partnership with the Diocese of Salisbury Academy Trust
- links with local Pre-schools
- excellent transition links to Gillingham Secondary School
- on - site outdoor swimming pool!
- our secret wildlife garden!

FAITH
MAKES THINGS *Possible...*
NOT EASY



Diocese of Salisbury
Academy Trust
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Job Advert

Job Title	KS2 Teacher
Academy Name	Whitesheet CE Primary Academy
Location	Zeals, Wiltshire
Contract Type	Fixed Term
Salary	MPR
Pension	Teachers Pension Scheme
Contact	Vanessa Higgins, Headteacher
Closing Date	Thursday 11 th March 2021
Interview Date	Thursday 18 th March 2021
Start Date	As soon as possible after Easter

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.

When you have enough information to make your decision to apply, please complete all sections of the application form.

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

Job Title: KS2 Teacher

Reports To: Headteacher



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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Have qualified teacher status. Proven experience of teaching in key stage 2. Use of ICT to support teaching and learning. 	
Skills and Knowledge	<ul style="list-style-type: none"> A secure knowledge of key stage 2. A secure knowledge and understanding of the teaching of phonics Ability to plan and deliver stimulating lessons. Have an understanding of how to use assessment for learning. Be able to keep detailed records and monitor children's progress. Be able to use a variety of behaviour management strategies. Have an understanding of SEND Keep up to date with current initiatives 	<ul style="list-style-type: none"> Evidence of recent and relevant professional development.
Skills and Abilities	<ul style="list-style-type: none"> Be an excellent teacher. Ability to differentiate for individuals. Have an understanding of learning styles and child development. Be able to work as part of a team. Have the ability to lead curriculum subjects. 	<ul style="list-style-type: none"> Use data to inform school target setting. Experience of leading a curriculum area in school.
Working with others	<ul style="list-style-type: none"> Be able to build positive relationships with children and adults. Be a role model to staff, children and the community. Liaise with and report to parents, governors and outside agencies. 	<ul style="list-style-type: none"> Show experience of working alongside others.
Personal Attributes	<ul style="list-style-type: none"> Organised. Flexible. Enthusiastic. Committed. Self-motivated Excellent communication and interpersonal skills. Show initiative Resilient Be reflective on own practice. Have a desire to engage in own professional development. Good sense of humour! 	

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.



Diocese of Salisbury Academy Trust

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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