



Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'



St. Andrew's CE Primary School

Pre-School Leader



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 twenty-two 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.



St. Andrew's
CE Primary School

Letter Headteacher

St Andrews CE Primary School

Littlemoor Road

Weymouth

Dorset, DT3 6AA

Telephone: 01305 832346

Email: office@standrews.dsat.org.uk

www.standrewswey.dsat.org.uk

Dear Applicant,

On behalf of the children, staff and governors at St Andrew's, thank you for showing an interest in the post of Pre-School Leader at our school. I hope that you find all the information you require about our school on our website at www.standrewswey.dsat.org.uk, and <https://www.standrewswey.dsat.org.uk/mulberry-bush-pre-school/>. We also welcome visits to our school too.

We are seeking to appoint an inspiring Pre-School Leader to join our school family and work with our experienced staff, our well behaved and enthusiastic children and their supportive parents. The role is currently 4 days a week, but there could be potential for additional hours according to numbers.

St Andrew's CE Primary School is a one and a half form entry primary school, with room to grow. Our pre-school, The Mulberry Bush, joined the school nearly 3 years ago and is now housed within the main school building. It is part of the Early Years Pod, sharing some spaces with the Reception classes, but it maintains its unique pre-school identity too. As the Pre-School leader you will have to responsibility of leading the Pre-School, whilst having the support of the school's Early Years leader and be part of the wider school and Academy Trust community.

The school received a good grading by Ofsted in January 2020 which was a testament to the improvements the school had made. However, we are a school which is constantly seeking to improve and wish to ensure that it continues to make a difference to pupils' lives. The school is developing a vibrant curriculum so that children leave school with a passion for learning, already having a secure and wide knowledge base and skills which will equip them for the next phase of their education, as well as life.

We are proud of our church school ethos and our partnership with the local churches. Our Christian vision has driven much of our work. We value our partnership with our local community and parents and a look on our Facebook page <https://www.facebook.com/standrewswey/> will show how important this is to the school.

We genuinely value the positive contribution of every member of our team, provide extensive continuing professional development and are keen to welcome other like-minded staff. We are part of the Diocese of Salisbury Academy Trust and work collaboratively to achieve the best outcomes for all children in the Trust.

We are looking for someone who:

- Is passionate and knowledgeable about the Early Years
- Enjoys spending time with children at their level (even if that might be messy!)
- Has a supportive and nurturing approach towards children
- Is experienced in working pre-school settings and understands child development
- Has excellent interpersonal skills and who wishes to build positive working relationships within our school, families and local community
- Has excellent communication skills (written and oral) and the ability to keep accurate records
- Is creative and can embrace change
- Has energy, enthusiasm and resilience
- Is able to show reflectiveness and persistence when dealing with complexity
- Is an excellent team player; valuing the contribution of others, receptive to feedback, confident to use own initiative and communicating with colleagues regularly
- Places safeguarding at the heart of the school
- Genuinely wants to be part of our future

We can offer:

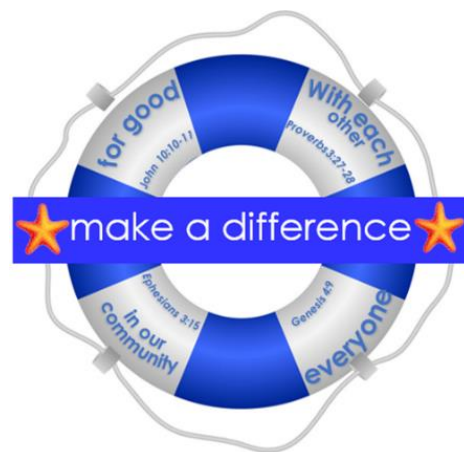
- Young people who love their pre-school and school and are excited by learning
- A team of dedicated staff who believe in keeping the children at the heart of everything they do
- A collaborative desire to be the very best we can be
- Opportunities for professional development
- A positive, caring school ethos firmly rooted in our Christian values
- A strong and supportive parent body

Thank you once again for your interest in the post. We look forward to receiving your application if you feel you can **#makeadifference** in our school.

With very best wishes,

Sam Harris

Sam Harris
Headteacher



Our vision is that we work to be

Making a difference for good, with each other, everyone, in our community.

This vision was developed as a lengthy piece of work involving all members of our school community. Our vicar, Tim West, enabled us to bring our thoughts together in our final cohesive piece.

Our vision is rooted in four excerpts from biblical texts, which provide us with guidance in the way we seek to live our lives at St Andrew's.

'for good' - John 10:10-11 'The thief comes only to steal and kill and destroy. I came that they may have life, and have it abundantly. I am the good shepherd. The good shepherd lays down his life for the sheep'.

'with each other' - Proverbs 3:27-28 'Do not withhold good from those to whom it is due, when it is in your power to do it. Do not say to your neighbour, 'Go and come again; tomorrow I will give it to you' – when you have it with you.'

'everyone' - Genesis 4:9 'Then the Lord said to Cain, 'Where is your brother Abel?' He said, 'I do not know; am I my brother's keeper?'

'in our community' – Ephesians 3:15 'from whom every family in heaven and on earth takes its name.'

The concept of making a difference threads through every aspect of our school life, and is supported by the 'Starfish story', recognising the link with our own class names and sea theme.



*A man was walking along a deserted beach at sunset. As he walked, he could see a young boy in the distance. As he drew nearer, he noticed that the boy kept bending down, picking something up and throwing it into the water. Time and again he kept hurling things into the ocean. As the man approached even closer, he was able to see that the boy was picking up starfish that had been washed up on the beach and, one at a time he was throwing them back into the water. When the man asked the boy what he was doing, the boy replied, "I am throwing these washed-up starfish back into the ocean, or else they will die through lack of oxygen. "But", said the man, "You can't possibly save them all, there are thousands on this beach, and this must be happening on hundreds of beaches along the coast. You can't possibly make a difference." The boy smiled, bent down and picked up another starfish, and as he threw it back into the sea, he replied: **"Made a difference to that one"**.*

#makeadifference

We have 3 core values which underpin our vision and form the essence of all we do.

LOVE

Jesus quotes the key commandments of 'Loving God and loving our neighbour as ourselves' (Matthew 22: 34-40). In this way love sums up all that is most important about life. At St Andrew's love in action is expressed through the way we love God, and care for ourselves and each other within our school family. When we love like this, we can begin to become the best sort of people we can be and **make a difference** for good, with each other, to everyone in our community.

TRUST

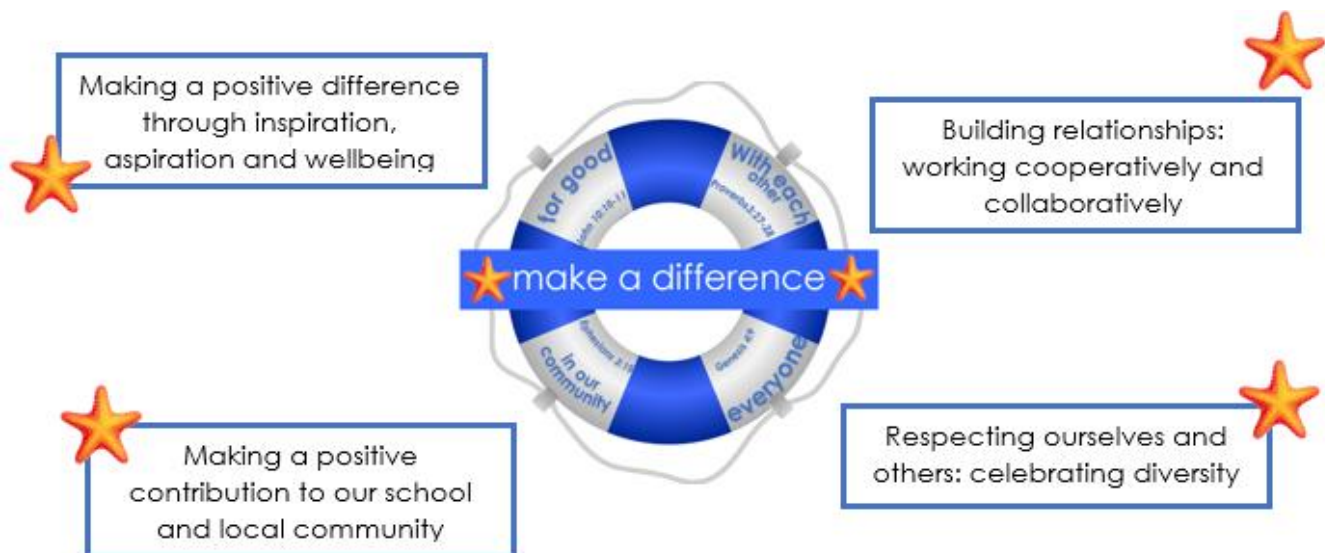
Trust lies at the heart of all relationships within a civilised society. St Andrew's endeavours to be a place of trust and safety for all members of its community. At our school we build trust and **make a difference** to the lives of each other by being reliable and trustworthy, earning and valuing each other's trust. As a Christian environment we build our trust in God and recognise this as our anchor in life.

PERSEVERANCE

To be successful requires the discipline of hard work in most areas of life. This might mean daily exercise, extra football practice, getting the hang of riding a bike for the first time or learning the times tables. Perseverance is the ability to keep working at something in order to **make a difference**; to improve - and we try to link our learning approaches within a growth mindset to this. In our constant strive for excellence, perseverance and the development of academic resilience is a priority for all members of our school community.



At St Andrew's our vision incorporates our mission to **make a positive difference (for good)** however we can; to work collaboratively **(with each other)**; to embrace diversity **(everyone)** and to reach out across our school and society **(in our community)**.





Job Advert

Job Title	Pre-School Leader
Academy Name	St Andrew's CE Primary School
Location	Littlemoor Road, Weymouth, Dorset, DT3 6AA
Contract Type	Permanent, 26 hours per week (4 days)
Salary	Dorset Grade 6 SCP 6-9 (£11,856.00 - £12,581.00 pro rata)
Pension	Local Government Pension
Contact	Sam Harris - Headteacher
Closing Date	Thursday 2 nd December at 9am
Interview Date	Tuesday 7 th December
Start Date	January 2022

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.



Please view our Privacy Notice for those who have applied to work at the Trust at www.dsat.org.uk/data-protection

Job Description

Job Title: Pre-School Leader

Reports to: Headteacher

Salary Range: Dorset Grade 6 SCP 6-9



Purpose of the Job:

- To provide safe, high quality education and care for early years children
- To lead and manage staff on a day-to day basis
- To contribute to and implement Early Years policies
- To ensure that all legal, statutory and setting obligations are met

Main Duties:

- To plan the curriculum alongside the EYFS lead and team to maximise the development of each child and ensure requirements of the EYFS are met
- To oversee the drawing up and implementation of the weekly and daily programme of activities
- To be involved in the development of other staff, including training, assessment, monitoring and supervision.
- To lead the team in offering high quality childcare provision and attend meetings as appropriate.
- To organise and manage staffing so that required ratio levels are met and children have an allocated key worker
- To keep records as appropriate and demonstrate good ICT skills
- To be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Encourage parental involvement, building good parental relationships with open communication and maintaining confidentiality.
- Ensure children's parents and carers are informed about their child's development and achievements.
- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the setting; including talking/working with outside agencies e.g Portage, SALT.
- Working to and within the settings policies and procedures, including safeguarding, child protection and health and safety
- Maintain and oversee billing, funding forms and childcare hours claims and liaise with school business manager on finances in Pre-school.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



FAITH
MAKES THINGS *Possible...*
NOT EASY

Person Specification

	Essential	Desirable	Assessed
Qualifications & Training	<ul style="list-style-type: none"> • Relevant NVQ3 or higher • First Aid qualification • Willingness to undertake child protection training 	<ul style="list-style-type: none"> • Child Protection Training • Food hygiene certificate • Health and Safety Training 	Application Reference Interview
Skills & Knowledge	<ul style="list-style-type: none"> • Secure understanding of EYFS and child development • Excellent communication skills including tact and diplomacy • Excellent organisational skills • Ability to prioritise, work under pressure and to meet strict deadlines • Ability to work as part of a team • Clear Enhanced DBS check • ICT skills – word processing, use of spreadsheets etc 	<ul style="list-style-type: none"> • Knowledge of Tapestry online platform 	Application Reference Interview
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of working with children. • Experience of leading/managing other staff 	<ul style="list-style-type: none"> • Experience of working in a school environment • SEN experience • Working with outside agencies 	Application Reference School Visit Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work independently on own initiative and also to contribute as part of a management team • Willingness and ability to be flexible in duties and hours worked • Ability to get on well with a wide variety of people, be tactful and ensure confidentiality • An interest in issues relating to child development, teaching & learning • Smart and professional appearance • Commitment to safeguarding and protecting the welfare of children • Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long term running of the academy • Support the Trust's values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. 		Reference School Visit Interview



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.



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 2021, the Trust has twenty-two 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.

To find out more about our Trust, and to see a map of our locations, please go to www.dsat.org.uk/map.