



# **SALWAY ASH CE VA PRIMARY SCHOOL**

**"LET OUR LIGHT SHINE AS WE  
ACHIEVE TOGETHER"**

## **HEADTEACHER PACK**





## School Vision

Our aim at Salway Ash School is to provide a supportive environment where children, staff, parents, governors and the local community all work together to attain high standards, achieving academic, creative, spiritual, social and emotional fulfilment.

It is also to provide a secure, caring Christian ethos that enables us to grow together, learn together and inspire each other.







# Headteacher Recruitment Pack

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# Letter From The Chair of Governors

Dear Applicant,

Thank you very much for your enquiry regarding the post of Headteacher at Salway Ash Primary School.

Our current Head, Lisa Crew, is standing down in July after successfully leading and guiding the school for the past 20 years. Salway Ash is a leading light in Dorset's rural primaries schools recognised as outstanding in the most recent SIAMS inspection and the high end of good with OFSTED..

Salway Ash is a thriving, happy school where pupils feel they belong. There is an ethos of aspiration, hard work and resilience mixed with large amounts of fun. We have a fantastic, friendly staff team, a strong PTA and governing body with incredibly supportive parents. The school sits at the heart of the local community and we all value the role the school has in supporting our villages. As a VA school the partnership with the church underpins the values that the school has at its heart. The school plays an important part in the West Dorset Schools Collaboration, working closely with 10 local schools sharing good practice, CPD opportunities as well supporting one another.

We are looking for a new dynamic head, that can lead the school, communicate well and continue the great work that has been achieved under our current head. Further details about our area, the school, data, and the deadlines for applications can be found at the end of this booklet.

We hope that you are the kind of person who will enjoy working at a fantastic school, with friendly and confident pupils. Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours sincerely,



Rob Pepper - Chair of Governors





# Salway Ash School

Salway Ash Primary School is a thriving, successful school. Excellence and enjoyment go hand in hand. We believe excellent teaching gives children the life chances they deserve. Our school does not fail any child.

High standards, especially in literacy and numeracy, are the backbone of success in learning and in life. Our school does not write off any child through low expectations.

There are four classes in the school.  
Robin Class - Reception including a few year 1  
Bumblebee Class Year 1 & 2  
Badger Class - Year 3 & 4  
Dragonfly Class - Year 5 & 6

We have three full-time teachers and two part-time teachers, as well as a special needs and modern languages teacher, five cover supervisors and teaching assistants, an ICT technician, two admin staff and three lunchtime supervisors.

The school has wonderful grounds with a football pitch, large playground, forest school area and a small garden that is cared for by gardening club.

Set above the village of Salway Ash and at the heart of the Marshwood Vale the views from the school are magnificent. The environment and our role of protecting it is a top priority for those at Salway Ash and we have a large wind turbine as well as solar PV. Both of which are income generating when not being used by the school.

The buildings at Salway Ash are of the highest quality, constantly being updated and cared for they are the envy of many. Four large airy classrooms, library, ICT room, breakout rooms and a well equipped multi-use hall make up the fabric of the school.

Read our OFSTED and Outstanding SIAMS reports. [https://salwayash.eschools.co.uk/website/ofsted\\_and\\_siams\\_reports/187190](https://salwayash.eschools.co.uk/website/ofsted_and_siams_reports/187190)







## Bridport & West Dorset

Salway Ash is 2.5 miles north of Bridport which is a thriving, quirky and cultural market town with a fantastic antiques and art quarter. A further mile gets you to the dramatic cliffs of the Jurassic Coast at the village of West Bay, made famous by the TV series Broadchurch.

West Dorset is one of the most beautiful areas in the country, with glorious beaches, dramatic woods, ancient hills and pathways as well as a tremendous reputation for arts, culture, events and food. It has a strong, independent community that mixes traditions old and new.

The area is a hive of activity with an eclectic mix of farmers, foodies, artists, film makers, craftspeople, independent shops, cafes and restaurants all giving the area a wonderfully welcoming atmosphere.





## Key School Information

<b>Number of Children On Roll</b>	115
<b>Current class sizes</b>	Robin (R/ Yr1): 20 Bumblebee (YR1/YR2): 30 Badger (YR3/YR4): 32 Dragonfly (YR5/YR6): 33
<b>% of children on SEN register</b>	12.1% (14 children)
<b>% of children eligible for pupil premium</b>	7%
<b>Attendance</b>	Average 97.4%
<b>Last Ofsted Inspection:</b>	Good – February 2018
<b>Last SIAMS Inspection:</b>	Outstanding – November 2017
<b>EYFS 2020</b>	78% GLD
<b>KS1 Results 2020 (Teacher Assessment)</b>	Cohort : 16
EXS+ Reading           81% Writing           81% Maths            88% R,W&M          69%	
<b>KS2 Results 2020 (Teacher Assessment)</b>	Cohort: 21
EXS Reading           100% Writing           95% Maths            100% R,W&M          95%	GD           Disadvantaged EXS+ 57%       100% 24%       100% 48%       100% 14%       100%
<b>Year 2 Phonics 2020 (Due to COVID)</b>	81%
<b>Total income for 2020-21</b>	£579,371
<b>Total expenditure 2020-21</b>	£571,263
<b>Total staff costs</b>	£442,682
<b>Staff costs as a proportion of total expense</b>	78%
<b>FTE Teaching</b>	5.3
<b>FTE Support</b>	6.3



# Events Through The Year

September	October	November
New School Year Begins Reception & Year 1 Parents Phonics Session Music Sessions Start Colfox Secondary School Open Day Governors Meeting Macmillan Coffee Morning	Beaminster Secondary School Open Day Swimarathon Bridport Leadership for Young Ambassadors Harvest Festival Curry & Quiz night Open Afternoon	School Choir Begins Parent Consultations Governors Meeting
December	January	February
Carol Service in Beaminster Pantomime Trip Christmas Lunch at Beaminster School School Carol Service Nativity Play Christmas Party	Swimming Starts Cross Country Colfox School Year 6 Parents SATs Meeting Governors Meeting	Orienteering Life Education Van Cross Country Beaminster School
March	April	May
Online Safety Training Dance Festival Rugby Event Parent Consultations Bikeability Mock SATS Choral Concert Year 6 Residential Cricket Festival	Easter Service Year 4 Residential Year 2 Parents SATs Evening Kayaking Weymouth	Y 3/4 Weymouth Outdoor Education Centre Tennis Tournament School Disco Swimming Gala Cricket Tournament
June	July	August
Athletics Event Year 3/4 Trip Pre-School Visits Woodroffe Secondary School Induction Day Sports Day Beaminster Festival Y 5 Year 6 Sailing	Leavers Service Salisbury Taster Sessions For New Classes New Intake Parents Evening Induction Days Colfox & Beaminster School Production End of Year Party Leavers Celebration	Summer Holiday



# Our Schools Aims

Our aims for the school are underpinned by our strong Christian values and ethos. We are constantly seeking ways in which our Christian distinctiveness can be strengthened and made more relevant in all areas of school life.

In the next 3-5 years our vision for the school is that:

- Our values and vision will continue to drive school improvement and our outstanding status under SIAMS is maintained.
- All that is currently valued and celebrated by pupils, staff, parents, governors and the community is maintained and strengthened.
- The school will develop its approach to environmental sustainability across every avenue of school life.
- The leadership provides clear, well informed, secure guidance which enables the school to move forward with confidence.
- All children's academic progress will match their high attainment. (This is particularly pressing when many children have experienced unprecedented disruption to their education because of Covid19. )
- An efficient and effective delivery of a recovery curriculum will be prioritised [including the Catch-Up Premium Plan] that will mitigate the effects of lost education.
- The mastery approach to the teaching of mathematics will be embedded throughout the school leading to improved teaching and learning.
- Pupils will be enthused by the curriculum taught across the school. It will be relevant, engaging, challenging and wide ranging.
- The use of IT throughout the school to deliver and enhance the curriculum will be strengthened and developed. There will be an assurance that all children will have access to appropriate devices especially if required for home learning.
- The school will continue its commitment to the West Dorset Schools Collaboration and play an active role in its development. That it will enjoy the support and access to shared training provided by aspirational educators so improving children's outcomes.
- Pupils are given a greater understanding of Christianity as a multicultural world faith.
- The creative arts will be celebrated.
- Consideration of the physical and mental health and wellbeing of pupils and staff will be integral to all curriculum planning and staff development.
- The governing body will continue to develop - improving skills and deepening understanding and have ongoing access to support and collaborative working within the West Dorset Schools Collaboration.





## Our New Headteacher - What the children say...

The children would like our new headteacher to be:

- Kind
- Funny
- Creative
- Helpful
- Sporty

They'd also like the headteacher to:

- Believe in the school and put the school first
- Let them play cricket, football, do gymnastics and art everyday
- Be famous
- Let them have fun days like the Christmas party day
- To be serious when there's a serious thing but kind, and fun when it's not
- Have a dog they could bring in to school
- To be more like Miss Honey than Mrs Trunchbull!





## What the staff say...

We would like someone who is an excellent communicator, who is a 'people person' - who is compassionate, supportive and values forming positive relationships with all stakeholders.

We'd like them to be an inspiring leader with a clear vision for the best possible teaching and learning for all children, who values working with West Dorset Schools Collaboration, and values staff CPD.

We would like our new headteacher to 'think-out-of-the-box' - showing creativity and a sense of fun, whilst leading by example.

We believe our team need someone genuinely supportive, who understands the challenges faced by our profession on a daily basis.

We'd love them to believe in a positive work/life balance, and of course someone who has a sense of humour!

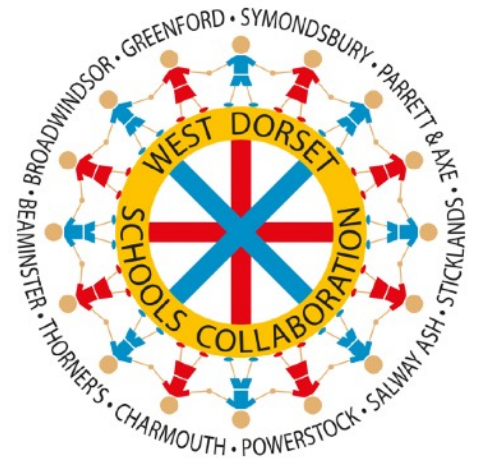




# West Dorset Schools Collaboration

Salway Ash is an integral part of the West Dorset Schools Collaboration, a partnership made up of ten schools in the local area.

The collaboration secures high quality learning for all members by;



- Promoting equality and wellbeing
- Working in close partnership to provide high quality learning opportunities
- Providing excellent transition arrangements
- Providing high quality CPD and sharing of good practice
- Continuously improving learning with the aim of consistently raising standards.
- Improving teaching through mastery in mathematics, enabling teachers & support staff to engage in high quality CPD from a variety of providers, within and outside Dorset
- Enabling teachers to regularly meet in phase and subject groups across schools
- Enabling teachers and support staff to have exchange visits
- Enabling support staff to have training in specific targeted areas in order to improve provision for the children
- Providing opportunities for staff to engage in Lesson Study based research projects on a range of subjects
- Sharing academic data in order to prioritise key improvement areas
- Providing school to school support
- Enabling young learners to take part in a variety of events
- Enabling supervision opportunities for Headteachers and other staff
- Enabling governors to access locally based training
- Ensure best value for money through enabling Finance Officers to regularly meet and share best practice
- Providing locally based high quality training opportunities
- Collective procurement

# Headteacher Job Description

## Job Description – Salway Ash School Headteacher

### Salary Banding - L8 - L16

### Start Date – 1 September 2021

## General Duties and Responsibilities

To carry out the duties of the headteacher as set out in the current [School Teachers' Pay & Conditions](#) Document and [Headteacher Standards \(2020\)](#)

## The Primary Purpose of the Job of Headteacher

The headteacher embodies and inspires the ethos and culture of the school, securing their vision with all the members of the school community. The headteacher establishes and ensures a safe and secure environment for learning and teaching that empowers both staff and children to achieve their highest individual potential whilst giving due regard to teaching, leadership and management needs of the school.

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the pupils
- Take responsibility for their own continued professional development, engaging critically with educational research

## Duties and Responsibilities

The headteacher will:

### 1) School Culture

- Create a culture where pupils experience a positive and enriching school life
- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of high staff professionalism and promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

### 2) Teaching and Learning

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment



### **3) Curriculum and Assessment**

- Ensure the teaching of a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curriculum leadership and develop confident subject leaders
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
- Ensure the use of valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **4) Behaviour**

- Establish and sustain high standards of behaviour for all pupils, built on relationships, rules and routines that are understood clearly by staff and pupils and clearly demonstrated by all adults in school. Approaches will 'live out' the school's Christian vision
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour and ensure that adults within the school model and teach the behaviour of a good citizen

### **5) Additional Educational Needs**

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable all pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

### **6) Staff Management and Professional Development**

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

### **7) Organisational Management**

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the school's duty of care

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

## **8) Continuous School Improvement**

- 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
- Develop appropriate evidence-informed strategies which will feed the school development plan to create well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## **9) Working in Partnership**

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit to working successfully with the West Dorset Collaboration as well as other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## **10) Governance and Accountability**

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets statutory duties

This document will be reviewed regularly, through annual performance management/appraisal procedures. This job description may be amended at any time following consultation between the headteacher and Governing Body.



# Headteacher Person Specification

Qualification, Knowledge and Experience				
Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage, KS1 and KS2	E	✓		
Recent successful leadership as a Head, Deputy or School Improvement Lead	E	✓		
Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting	E	✓		
Professional Development				
Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Evidence of appropriate and recent professional career development for the role of headteacher	E	✓		
Evidence of recent leadership and management operational training and development	E	✓		
Has successfully undertaken approved safer recruitment training	D	✓		
Leadership Skills				
Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Ability to articulate a clear vision for the future	E		✓	
Recognises and is fully supportive of the school's Christian distinctiveness, it's values and ethos in all areas of school life	E		✓	

Deep understanding of high-quality teaching and the ability to lead and model this for others to support improvement	<b>E</b>	✓	✓	
Excellent data analysis skills, and the ability to use data to set targets and identify weaknesses to get the best outcomes for all pupils	<b>E</b>		✓	
Proven record of inspiring, enabling and motivating others to succeed	<b>E</b>	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	<b>E</b>	✓	✓	✓
Excellent communication skills that enable effective relationships with staff, parents, governors and other stakeholders	<b>E</b>	✓	✓	✓
Able to manage school efficiently and effectively by establishing priorities, having excellent organisational and strong decision-making skills	<b>E</b>		✓	
<b>Whole School Leadership and Management Experience</b>				
<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Determination from</b>		
		<b>Application</b>	<b>Interview</b>	<b>References</b>
Have taken an active involvement in effective school self-evaluation and development planning	<b>E</b>	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	<b>D</b>	✓	✓	
Experience of leading change effectively and successfully across the school including the development of IT & virtual learning	<b>E</b>	✓	✓	
Able to listen and engage with stakeholders including parents in a range of ways on a daily basis or as a lead on specific projects	<b>E</b>	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	<b>D</b>	✓	✓	



Have had responsibility for whole school policy development and implementation	<b>D</b>	✓	✓	
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	<b>E</b>	✓	✓	
Absolute commitment to safeguarding	<b>E</b>	✓	✓	✓
Evidence of clear commitment to promoting wellbeing, health and safety and the welfare of children	<b>E</b>	✓	✓	✓
Absolute commitment to inclusion	<b>E</b>	✓	✓	✓
<b>Personal Qualities</b>				
<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Determination from</b>		
		<b>Application</b>	<b>Interview</b>	<b>References</b>
A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential	<b>E</b>		✓	✓
Leads by example with integrity and demonstrates resilience	<b>E</b>	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community	<b>E</b>	✓	✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	<b>E</b>		✓	✓
Adaptable leadership style, being 'hands on' when required balanced with knowing when to delegate	<b>E</b>		✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	<b>E</b>		✓	✓
Able to take a dynamic approach to the changing needs of the school population	<b>E</b>		✓	✓

# The Application Process

## Application forms:

Application forms and the recruitment pack are available from <https://jobs.dorsetforyou.gov.uk>

## School Visits:

We would like to try and organise school visits where candidates request them, but we will need to take appropriate safety measures due to Covid 19. These will therefore need to take place after school and on an individual basis where social distancing can be adhered to. Please contact Sarah Cuff, Clerk to the Governors ([Governors@salwayash.dorset.sch.uk](mailto:Governors@salwayash.dorset.sch.uk)) to discuss this further.

## Closing Date:

Please upload completed applications to the DorsetForYou website by [midday on Friday 29th January](#). Applications received after this time will not be considered.

Shortlisted candidates will be notified if they are being invited for interview on [Friday 4th February](#). References will be taken up and proof of identity and qualifications will be required.

## Interviews:

Interviews will take place on Friday 26th February and further details about the arrangements for this will be given closer to the date, taking into account health protection guidance.

Contact details: Sarah Cuff (Clerk to the Governors) [Governors@salwayash.dorset.sch.uk](mailto:Governors@salwayash.dorset.sch.uk)

Salway Ash Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an Enhanced Disclosure & Barring Service Check (formerly CRB) in line with the Government's safer recruitment guidelines. We value the diversity of our workforce and welcome applications from all sectors of the community.

Applications will only be accepted on-line via the application form found on [jobs.dorsetforyou.gov.uk](https://jobs.dorsetforyou.gov.uk) website.