



Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'



Marden Vale CE Academy



Resource Base 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 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.



Dear Colleague,

Thank you for showing an interest in the post of Resource Base Leader at Marden Vale Academy within the Diocese of Salisbury Academy Trust (DSAT). As the new Headteacher of this lovely school, I am incredibly excited at the prospect of appointing a Resource Base Leader with the drive, ambition and skills to continue the work of our dedicated staff and local governing body to help us in our journey towards an Ofsted grading of "Good" and beyond.

We are proud to be a member of the DSAT, which is a strategic and forward thinking Trust that recognises the needs and challenges across all its academies. You will join a team of professionals who are welcoming, compassionate, highly motivated and promote high expectations and aspirations at Marden Vale Academy and throughout the Academy Trust.

This is a full time teaching and leadership role working within our Hive. We currently have 17 pupils across our two Resource Base classes. We are looking for a teacher with a broad experience of pupils with a range of abilities and SEN.

Being committed to excellence, you will be working in collaboration to build strong partnerships with a range of stakeholders, working across the Trust for the growth of thriving Christian learning communities, allowing us to achieve our vision of going 'Beyond expectations for all of God's children.'

If you would like further information about this exciting role or to arrange a visit, please contact the office at Marden Vale Academy – admin@mardenvale.dsat.org.uk

I look forward to hearing from you.

Best wishes

Alison Emmerson
Headteacher



Welcome to Marden Vale C of E Academy!

Marden Vale currently has 197 children on roll across 8 classes, 2 resource base rooms. We have fantastic resources that are used to make sure children achieve their full potential. These not only include our team of hardworking staff but also our pastoral team, specialist reading recovery teacher and our fantastic outside facilities including a large outdoor stage.

In September 2015, to strengthen our drive for continued school improvement alongside our thirst for greater collaborative working, we joined the Diocese of Salisbury Academy Trust (DSAT). To find out more about DSAT please visit www.dsat.org.uk

Part of the reason for joining a Diocesan Trust was to respect and develop our church school status. We have good links with the clergy of St Mary's Church. As well as clergy leading some worship within our school, we also hold services in church, support community events and use the church as a learning resource for our children.

Additional information

Please see links to the school and DSAT websites www.mardenvale.dsat.org.uk and www.dsat.org.uk. For further information and to arrange a visit, please contact the school office on admin@mardenvale.dsat.org.uk

Marden Vale CofE Academy, William Street, Calne, Wiltshire. SN11 9BD

Marden Vale CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Visits to the school are warmly welcomed and positively encouraged normally however in the present climate please call the office to discuss this further.

Job Advert

Job Title	Resource Base Leader
Academy Name	Marden Vale CE Academy
Location	William Street, Calne. SN11 9BD
Contract Type	Permanent
Salary	MPS 2-6/ UPS 1-3 + SEN Allowance
Pension	Teachers' Pension
Contact	Office – 01249 813505
Closing Date	12 March 2021 12pm midday
Interview Date	19 March 2021
Start Date	1 September 2021, sooner if possible

The Governing Body is seeking applicants for: Resource Base Leader.

This is an exciting opportunity for an outstanding class teacher with a talent for teaching children with Additional Educational Needs, to oversee our Complex Needs Resource Base.

We have high ambitions for all the children who attend our school and we wish to appoint a teacher who has proven skills in ensuring that the children in our Resource Base receive an excellent teaching and learning experience with us, as part of a broad and balanced curriculum to meet their needs.

The children within the Resource Base would like a teacher who:

- Is happy
- Is kind and nice to us
- Likes to do art
- Likes to play in the sand and the water
- Gives us LOTS of maths, P.E. and reading time!
- Enjoys gardening and cooking and getting messy!

We are looking for an inspirational teacher who:

- has an excellent understanding of how children with all types of SEND learn and the best practice to support them achieve their full potential.
- is innovative, creative, and has high expectations, passion and commitment
- is a talented teacher who thrives on challenge with excellent classroom management skills
- can create an engaging, fun and exciting learning environment• works effectively and collaboratively with others, including parents and professionals from outside agencies

We can offer you:

- a calm, friendly ethos, where every child is valued as an individual
- a school environment where creativity is actively encouraged.
- an opportunity to develop your own, knowledge, expertise and practice in a supportive environment.
- extremely hard-working children who want to learn and are proud of their achievements
- a highly experienced, friendly and supportive SEND team
- an exciting opportunity to join and be part of a school moving forward.

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: Resource Base Leader		Grade: MPS 2-6/ UPS 1-3 + SEN Allowance	
Reports To: Headteacher		Salary Range: £27,600 - £41,604 + £2270	
Status of Post	This post holder is accountable to the Head teacher. As Resource Base Manager/Teacher you will be required to meet the general requirements of this post as specified in the Teachers' Pay and Conditions Document. In addition, you will be required to fulfil all reasonable expectations from the Inclusion Manager/Senco and Headteacher.		
Job Purpose	<p>Lead and develop an exciting, creative and innovative approach to teaching and learning within the Resource Base for children with complex needs ensuring equal access for all pupils.</p> <p>Leading specific and additional teaching and learning throughout the school – to support inclusion for children within the Resource Base.</p> <p>To ensure development of pupils and colleagues through particular areas of responsibility.</p> <p>The post will require you to work in partnership with the Head teacher, governors and staff to ensure the continuous improvement of the school.</p>		
Reporting to	<p>The post holder is responsible to</p> <ul style="list-style-type: none">• The Head teacher (and Deputy Head teacher in their absence) in all matters.• Inclusion Manager/Senco. <p>The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision, values and standards.</p> <p>The post holder will be expected to network and liaise across the range of external providers, outside agencies, schools, community and coordinator networks, to ensure a consistency of approach regarding inclusion, standards, support, transition and high quality learning and teaching.</p>		
Main Expectations of the role	<ul style="list-style-type: none">• To be responsible for the education and pastoral needs of all pupils within the Resource Base in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document'.• Lead, develop and enhance teaching practices of others.• Lead, develop and manage inclusive practice throughout the school.		
General Duties	<ul style="list-style-type: none">• To have due regard to the requirements of the National Curriculum.• To prepare for, provide and review interesting and engaging class-based activities (including first hand experiences) that lead to the effective education of the children in your charge.• To provide an attractive, welcoming, stimulating and challenging in which the whole school community can learn and work together.• To develop each individuals creative ability and aesthetic awareness and to foster a sense of achievement and positive self-esteem for all pupils.• Manage and evaluate the outcomes of intervention programmes and support for children within the Resource Base• To lead in the promotion of a professional, caring and supportive atmosphere within the Resource Base and across the school for those children you are responsible for.• To manage all staff working within the Resource Base across 2 classrooms as well as when supporting children included within their mainstream class.• Liaise in a positive supportive and professional way with parents and outside agencies.		

Strategic Development	<ul style="list-style-type: none"> • To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices. • Assess and support pupils' learning using knowledge of school policies, schemes of work and curriculum requirements. • To play a role in ensuring that school policies and practices are adhered to throughout the school. • In partnership with the Inclusion Manager/Senco, monitor and evaluate the quality of teaching and learning within the Resource Base. • Help others to evaluate the impact of their teaching on pupil progress. • With support from Inclusion Manager/Senco, ensure continuity and progression in the school through the analysis of pupil performance data, the assessment of progress and support for teachers with target setting. • Work with other adults in school to ensure coherence and consistency in curriculum progression. • Ensure that the Head teacher, senior leadership team and Governors are informed about policies and plans for the school appropriate to inclusion for Resource Base children and in conjunction with the Inclusion Manager/Senco, Head teacher and Deputy Head teacher create priorities and targets that will be included in the school development plan. • In partnership with the Inclusion Manager/Senco, support the implementation of the school curriculum in order to foster a creative, rich and exciting curriculum. • Implement the revised Code of Practice for SEND, any successive incarnations of the aforementioned and any other regulations and codes appropriate to inclusion. • Be a driving force in developing the Resource Base into a centre of excellence.
Teaching and Learning	<ul style="list-style-type: none"> • To be an outstanding practitioner who knows and understands how pupils learn, in particular those children with a range of complex needs. • To be an exemplar of high quality teaching and learning so that others are inspired and motivated. • To secure and sustain effective teaching for individuals, groups and classes. • To offer support and guidance linked with a programme of monitoring and evaluation.
Leading And Managing staff	<ul style="list-style-type: none"> • To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues. • To be responsible for the induction of TA's into the Resource Base. • Monitor the INSET needs of colleagues in the Resource Base and in collaboration with the senior leadership team ensure that they are met. • Organise and lead school based INSET as appropriate. • Act as team leader for performance management in line with policy and procedure.
Deployment of staff and resources	<ul style="list-style-type: none"> • To develop, monitor and control resources within the teaching areas. • Establish resource needs for the Resource Base and advise the Inclusion Manager/Senco and senior leadership team of priorities for expenditure and allocate resources effectively – in terms of Inclusion. • Deploy support staff effectively and take a line management role with all academic support staff.

Person Specification

	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> • QTS and registered with the general Teaching Council • Recent experience of working with pupils who have Special Educational Needs • Recent relevant professional development or in-service training • Additional qualifications in an aspect of Special Educational Need. 	<ul style="list-style-type: none"> • Willing to achieve additional qualifications in areas of SEND
Professional Competencies	<ul style="list-style-type: none"> • Able to identify & assess the needs of individual children at different stages of the Code of Practice and ensure they have the appropriate provision to meet their additional needs. • Able to guide colleagues in their assessment of, and interaction with pupils who have additional needs, so that they become fully integrated members of our school family. • Able to keep clear, accurate records of work done and progress made by pupils, evaluating standards achieved and setting realistic targets for improvement. • Able to keep abreast of developments in teaching methods, diagnostic tests and resources relevant to supporting learning. • Able to support the Inclusion Leader/Senco in sustaining agreed policies throughout the school. • Able to manage support staff and other colleagues when implementing programmes of work. 	<ul style="list-style-type: none"> • Evidence of being a confident, innovative leader with management role
Teaching & Learning	<ul style="list-style-type: none"> • A consistent track record of exemplary primary practice which has led to good progress for pupils, including those with significant additional needs. 	

	Essential	Desirable
Interpersonal Skills and Competencies	<ul style="list-style-type: none"> • Able and committed to establishing good and productive working relationships with a wide range of people including pupils, parents, colleagues, governors, LA, external agencies and the community. • Excellent organisational and communication skills. • Able to excite, enthuse, motivate and support pupils and colleagues in the implementation of new initiatives in order to achieve a shared vision for inclusion within the school. 	
Personal Qualities	<ul style="list-style-type: none"> • Passionate about children's welfare and raising their aspirations • Committed to upholding the Christian ethos of the school • Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People. • Appropriate 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.

'Beyond expectations for all of God's children'

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.

Children and young people at the heart of all we do

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

Faithfulness to our Christian tradition

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.

Striving for excellence

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

Collaboration

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.

Celebrating success

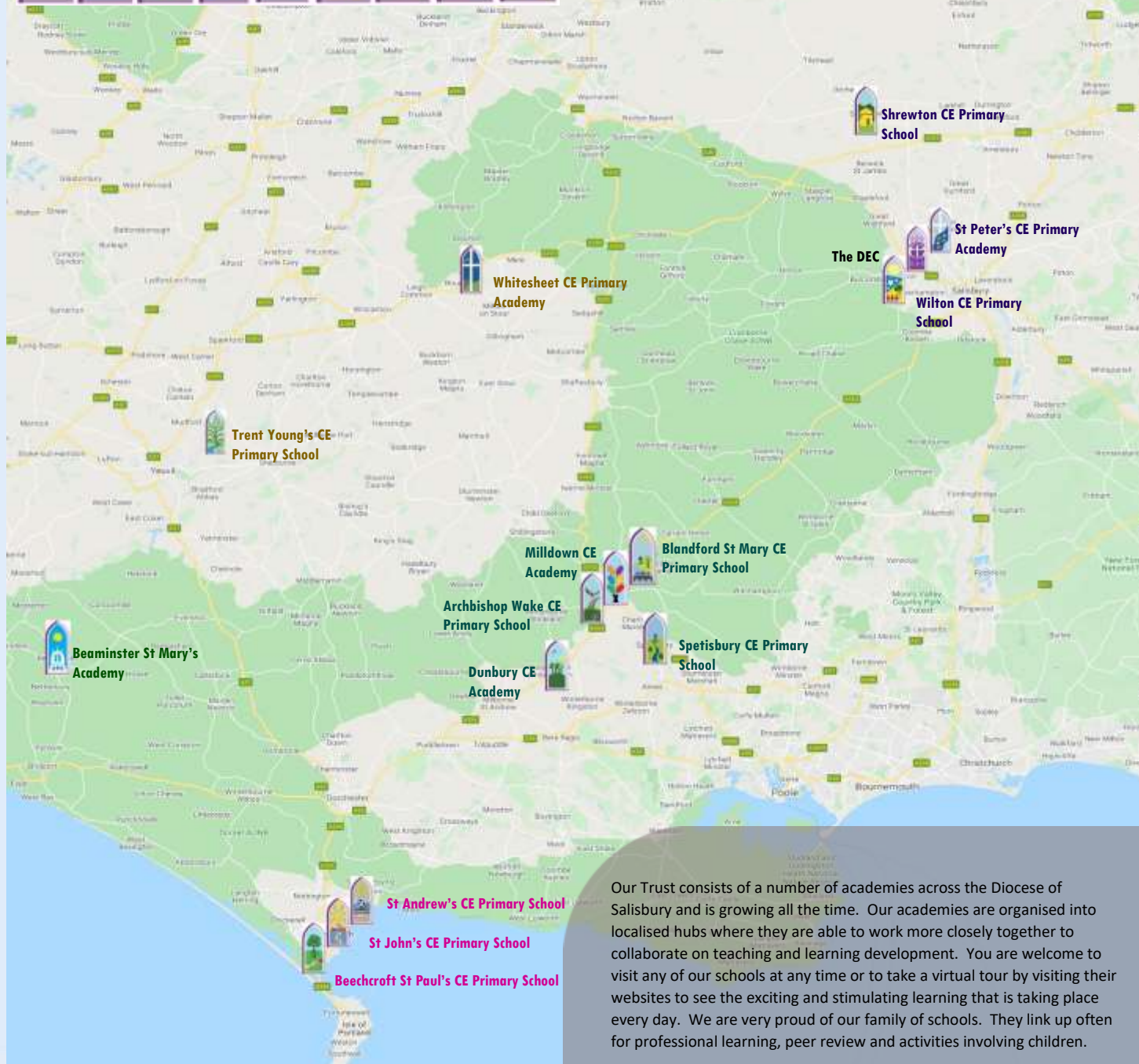
We celebrate the achievements of every individual and share our successes widely.





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 you 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 and 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