



DORRIDGE

PRIMARY SCHOOL



Applicant Information Pack

2024-25





Head of Year 4

Full Time, Permanent
TLR2c

Start Date: September 2025



Hello

Thank you for your interest in our current vacancy. Please find enclosed information about the advertised post. We are looking to appoint a dynamic primary practitioner to join our Dorridge team who will deliver outstanding teaching, learning, intervention and enrichment opportunities for our pupils.

You should have a proven track record in building and sustaining positive relationships with 3 – 11-year-olds through effective classroom management, as well as with the wider staff team.

The successful candidate will be supported in their own continued professional development by our well-established Senior Leadership Team.

The postholder will have excellent interpersonal and organisational skills and be committed to working in partnership with all Leaders, staff members and parent community.

We hope that you find this information useful and look forward to receiving your application through My New Term.



Closing date: Monday 28th April (9am)

**Interview date: Thursday 8th and
Friday 9th May**

A warm welcome

Welcome to Dorridge Primary School. This information pack has been designed to give an insight into life at Dorridge. We hope it helps you gain an understanding of how our school is organised and appreciate the exciting opportunities available to you as a member of our team.

As the Heads of School, we are extremely proud to lead a team that are extremely hard-working and dedicated to achieving high standards, whilst providing a caring and nurturing environment.

We feel it is vital to provide a learning environment in which parents, staff, governors and the PTA work in partnership for the benefit of our pupils. Together, we ensure all pupils achieve their full potential, develop skills to become independent life-long learners and responsible citizens, who are respectful and tolerant.

Above all, we strive to encourage initiative within a happy, healthy and safe environment where all achievement is valued and celebrated. Our rewards systems enable the pupils to achieve their own personal best whilst recognising kindness, good behaviour and manners. Further to this we deliver a broad, balanced and enriching curriculum, that promotes challenge and enables all pupils to make a positive contribution towards their own learning experience.

We warmly welcome all visitors to our school, giving you the opportunity to see for yourself how unique we are. Please call the school office to arrange this. We look forward to welcoming you.

Mrs G Thelwell & Mrs J Hales



Our Senior Leadership Team



Mrs G Thelwell

Head of EYFS and KS1

Mrs J Hales

Head of KS2

Mrs C Mannion

Assistant Head/ Head of EYFS

Mrs R Morrey

Assistant Head/ SENDCO

Mrs R Ashe

Director of Primary Education

Mrs A Burnard

Trust Primary Business Manager

Mr M Murphy

Chief Executive Officer of AMAT

Mr D Burgess

Executive Headteacher of AMAT





Arden Multi Academy Trust

In September 2023, after rigorous consultation and due diligence, we made the decision to join Arden Multi-Academy Trust. Along with Coppice Academy, we are excited to have begun the development of the Trust Primary Division. Mrs Roslyn Ashe, the Director of Primary Education, was previously the Head Teacher of Dorridge, from January 2015 until January 2024, when she began her new role. Her role is to oversee the education and standards in both schools and that of any future Primary schools joining the Trust. She is passionate about ensuring high standards of education and accountability across the Primary's, so that every child can access the very best life chances and student, be ready to embark on the next stage in their learning journey.

Arden Multi Academy Trust (AMAT) truly values the success of every child and positions the sharing of excellent education practice at the core of this value. They are committed to improving the quality of education and life in Solihull and its immediate surroundings.

The AMAT academies have common values and core operational systems, which are applied locally, adapted to individual context and needs. By this simple expedient each academy retains its own local governing body, identity and individuality. The young adults who leave our care are prepared for the next stage of their education and are ready and confident to move forward in life.

All schools within the Trust benefit from the Arden Teaching Alliance which currently consists of five Primary and five Secondary partner schools. This ensures we help recruit, retain and develop our workforce across both teaching and support staff.

As a Trust, we value the success of every student, and we place the sharing of excellent educational practice at the core of this value. We are committed to improving the quality of education and life in Solihull and its immediate surroundings.

Looking after our staff

We feel it is vital that every member of staff feels valued and supported throughout the school year, from their first day in September right through to the last day of the summer term. All our staff should feel enabled and motivated to provide high quality teaching every day for our children. We want our staff to feel assured that they will be supported in times of difficulty, especially by our Senior Leaders and Governors.

Our commitment to you:

- All staff are entitled to a wellbeing day each year at a date convenient to school
- All staff have access to a confidential wellbeing service that offers counselling, physiotherapy, access to a GP and many other services
- All staff are discouraged from responding to emails and parent messages outside of their working day
- We continually review our assessment, reporting and teaching tools to save our teachers as much time as possible
- All staff have access to yearly flu jabs to support their health during the winter months
- Senior Team remain 'visible' throughout the day to support our staff
- All staff are invited to social gatherings





Our School Curriculum

The central aims of our curriculum are to provide opportunities for all children to learn and achieve; to promote children's spiritual, moral, social and cultural development and prepare all children for the opportunities, responsibilities and experiences of life. Our curriculum is organised so that children are inspired, encouraged and challenged to develop their individual potential and personality.

Our enthusiastic and dedicated teachers plan, organise and teach an effective curriculum, encouraging children to:

- Enjoy their learning and gain learning skills to last a lifetime;
- Develop essential English and mathematical skills;
- Develop attitudes, understanding and skills to become independent learners;
- Encourage creativity;
- Develop lively, enquiring minds;
- Develop personal values, qualities and attitudes and be respectful of other people and their views and opinions;
- Develop appreciation and concern for the environment;
- Work co-operatively with others.

Our curriculum is designed to reflect our aims and to meet the requirements of the National Curriculum (September 2014) and other Government guidance.

Teaching during the morning sessions focuses on English and mathematical skills.

Teaching during the afternoon sessions follows the Dorridge Primary Curriculum (DPC) based around themes. Children focus on a combination of academic subjects, personal learning, and international awareness that is exciting and challenging. Through the DPC approach to learning, children develop the knowledge, skills and understanding necessary to confidently face the world of tomorrow. During the afternoon sessions, teachers use a variety of organisational strategies, teaching techniques and groupings.

We enhance our delivery with a range of exciting opportunities including theme days, a themed week each term covering creative arts, science and sport, theatre groups, trips, visiting speakers, artists and authors.



The school is led very well. It has a secure understanding of what needs to be done to make it even more successful than it already is. They want nothing more than the very best. The school is held in high regard by parents and carers. They recognise the high-quality education and care their children receive from kind, committed and caring staff. Governors are skilled and dedicated professionals who support the school wholeheartedly on its journey of continual improvement, supported by the recently joined trust.

Ofsted 2024



Job Description

Job Title	Head of Year 4
Reporting Arrangements	Senior Leadership Team

Job Purpose

In addition to the responsibilities set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

To lead an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum.

To take an active and positive role in the development of curriculum attainment and progress within the school as a member of the leadership team.

To promote the wellbeing of staff and pupils in the school with particular reference to year group team.

Lead and co-ordinate the work of the assigned year group, ensuring all statutory and school assessments are undertaken and to be accountable for standards with the year group.

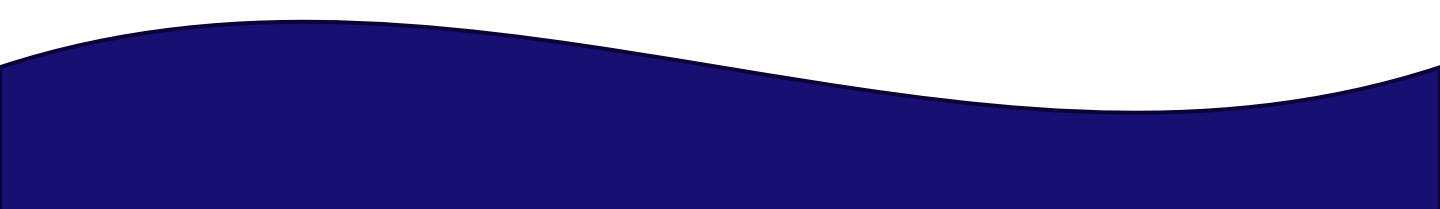
To lead on a specific area of the curriculum across the school.

Main duties and responsibilities:

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- To work as part of the Leadership team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision, implementation of teaching and learning for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.

- Act as an ambassador for the school and positively engage with the wider school community.
- Challenge poor performance in any area of the school's activity.
- Be an excellent practitioner who is an example to staff, pupils and parents in terms of:-

1. High personal standards of classroom practice
2. Providing a stimulating and challenging learning environment
3. Excellent subject knowledge of mathematics and English
4. The ability to plan, assess and evaluate to a high standard
5. High expectations of pupil achievement
6. Commitment and professionalism
7. Organisational and school operation skills
8. Excellent leadership understanding of whole school assessment and data analysis

- Share responsibility for, and be pro-active in, the day-to-day management of the assigned year group.
 - To observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
 - Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.
 - Responsible for the welfare and safeguarding of children and young people.
 - Ensure the promotion of equal opportunities in all aspects of school life.
 - Lead CPD meetings and INSET through the provision of high-quality professional development, such as coaching or accessing other sources of expertise, local and national.
 - Maintain strong links of communication with governors, parents and the wider community.
 - Attend leadership team meetings as required and report to staff and governors as necessary.
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Specific Responsibilities

- Lead and co-ordinate the work of the assigned year group, being responsible for the quality of learning, pupil progress and standards.
- To monitor teaching and learning, planning, pupils' work, progress and behaviour in order to raise standards.
- Work closely with other members of LMT and curriculum leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. Provide written reports when required.
- Ensure that all staff in assigned year groups understand the curriculum and school policies and follow them accordingly.
- Ensure the appropriate induction of pupils into the assigned year group. Ensure that regular PPA meetings are held. Prepare progress meetings and reports as appropriate.
- Liaise with SMT and co-ordinate the deployment of staff, students and volunteers within the year group.
- Ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- In liaison with the Heads of School and Assistant Head Teachers, use the results of pupils' assessments and achievements to provide support and monitoring for underachieving pupils or groups.
- Lead, develop and monitor effective continuity and progression for the transition of pupils to/from year groups.
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Heads of School and post holder.

Person Specification

	Essential	Desirable	Measured by:
Qualifications	<p>Qualified teacher status</p> <p>Honour's Degree</p>	Any other qualifications relevant to primary teaching and a leadership role.	A, I
Written application	A well-constructed application showing clear thinking about primary education and ideas to meet the requirements of the post.		A
Experience and Skills	<p>Excellent interpersonal, communication and organisational skills.</p> <p>An understanding of the role of Year Leader as described with the potential to be successful in the role.</p> <p>Experience and training related to an aspect of leadership and management.</p> <p>Ability to lead and support other staff within the school which impacts on standards and achievements.</p> <p>High expectations and standards of achievement and behaviour.</p> <p>Good knowledge of the National Curriculum.</p> <p>Thorough understanding of safeguarding children.</p> <p>Ability to use ICT to develop children's learning.</p>	<p>Success in teaching across the whole primary range.</p> <p>Experience of leading staff development/training.</p> <p>Experience as a School Leadership Team member.</p> <p>Experience as a team leader in the performance management of staff.</p> <p>Experience in the line management of staff.</p> <p>Proven successful experience within a primary school.</p> <p>Detailed knowledge of Health and Safety requirements in schools.</p> <p>Experience in monitoring and evaluating curriculum delivery.</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I</p> <p>A, I, T</p>

Person Specification cont...

	Essential	Measured by:
School Ethos	<p>A belief in pupil centered, active learning with an ability to engage, challenge and have high expectations of children.</p> <p>Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan</p>	<p>A, I, T</p> <p>A, I</p>
Relationships	<p>An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.</p> <p>An understanding of the need for confidentiality.</p> <p>An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary.</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p>
Attitude and Temperament	<p>Positive attitude to teaching and leadership roles and all aspects of school life.</p> <p>Be proactive in areas of responsibility and have an awareness of whole school issues.</p> <p>A commitment to school improvement and own professional skills.</p> <p>A willingness to take on appropriate delegated tasks relevant to the post.</p> <p>Be able to show a committed, professional and loyal attitude to the school, openly modelling it's aims and values at all times.</p>	<p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A</p>



EQUALITY

At Dorridge Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, sexual orientation, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

We tackle discrimination by the positive promotion of equity, challenging bullying and stereotypes and creating an environment which champions respect for all. As a school we believe that diversity is a strength to be celebrated.

SAFEGUARDING

Dorridge Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff, volunteers and parents to share in this commitment. Our staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognize and stay safe from abuse. Children know they can approach any of the adults in the school if they are worried and that they will receive a consistent supportive response. More information can be found in a range of safeguarding policies on our website.