



DIOCESE OF CHICHESTER  
ACADEMY TRUST

# Headteacher Application



Supporting the **academic**, **spiritual** and  
**professional** aspirations of our  
school communities

[www.dcat.academy](http://www.dcat.academy)

[contact@dcat.academy](mailto:contact@dcat.academy)

Tel: 01273 425001

A Company Limited by Guarantee in England and Wales Registered No. 09201845

## Advertisement

# Headteacher

## Salary potential up to £75,000 pa.

The Diocese of Chichester Academy Trust is seeking to appoint a Headteacher to the Trust to lead Central CE Academy, Chichester from Easter 2018. We are seeking a resilient, dynamic and innovative Headteacher; a candidate with proven experience of rapid school improvement, who will take full advantage of the freedoms an academy can offer in journeying towards educational excellence.

Fully supported by the Trust, the candidate will provide robust strategic leadership and direction in ensuring a child-centred approach to education that enables continuous and progressive improvement for all pupils' learning. Fostering confidence, ambition and motivation in staff, the candidate will promote and deliver a positive, exciting and relevant learning experience for pupils, where teaching and learning will be consistently good.

Central is a junior academy situated within 5 minutes' walk of the thriving historic city centre and cathedral. As a distinctive Christian academy, DCAT have aspirations for it to be the junior school of choice, striving for excellence and rooted in the life of the city and diocese.

**Salary range:** Group 2, ISR L12-L18 £51,639-£59,857 per annum with additional performance enhanced pay. On Target Earnings [OTE] Salary potential up to £75,000 per annum.

To find out more please visit our website, where you can download a candidate information pack and an application form. <http://www.dcat.academy/>

The Diocese of Chichester Academy Trust  
Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED  
Email: [contact@dcat.academy](mailto:contact@dcat.academy)

**Closing date:** Sunday 10<sup>th</sup> December 2017

**Interviews:** Friday 19<sup>th</sup> January 2017

## Contents

Advertisement .....	2
Contents.....	3
Headteacher - Central CE Academy, Chichester.....	4
The Diocese of Chichester Academy Trust .....	5
Our Strategic Framework.....	6
Career Opportunities within DCAT .....	6
Job Profile.....	7
Person Specification:.....	11
Key Facts: Central CE Academy .....	14
What has happened since OFSTED visited in May 2017 .....	15
What the children of Central want in a Headteacher.....	16
Application Procedure.....	17

## Headteacher - Central CE Academy, Chichester

---

Welcome and thank you for your interest in the post of Headteacher within DCAT, working at Central CE Academy, Chichester. Central is a junior academy situated within 5 minutes' walk of the thriving historic city centre and cathedral. As a distinctive Christian academy, DCAT have aspirations for it to be the junior school of choice, striving for excellence and rooted in the life of the city and diocese.

### We believe in:

To lead the academy in journeying towards educational excellence we are seeking a resilient, dynamic and innovative Headteacher; a candidate with proven experience of rapid school improvement, who will take full advantage of the freedoms an academy can offer, fully supported by the Trust.

Central, previously a voluntary aided Church of England school joined the Diocese of Chichester Academy Trust in November 2016.

Central is a two-form mixed academy with currently 197 pupils, ranging from 7-11 years of age. Central was inspected by OFSTED in May 2017 and it was judged that that academy should remain in special measures having made little progress since the previous OFSTED inspection in February 2015.

There is much work underway to improve the academy. The Trust is seeking a tenacious Headteacher to build upon the early 'green shoots' of improvement and to be committed to providing a high quality education for pupils.

The Trust passionately believes in a collaborative approach to school improvement, with opportunities for developing and sharing best practice, networking and staff development, all enhanced by access to the expertise in the Diocese and its 157 schools.

With shared values and a child-centred approach to learning and teaching, this is an opportunity to provide strategic leadership and direction to an academy already on the road to improvement. Alongside this, it is an opportune time to be joining the Trust as it shapes and develops the Chichester hub of which the Headteacher would be an integral part.

The tailored programme of school improvement is underpinned by a 'core offer' so that the strain of managing finances, HR and legal aspects can be supported centrally, allowing the Headteacher and staff team to focus on teaching and learning and the pastoral role that is naturally part of academy life.

- Promoting high aspirations and success for all;
- Ensuring progressive and continuing improvement, that is sustainable in standards of education;
- Creating a learning environment where staff promote and deliver a positive, innovative and relevant learning experience for pupils embedding lifelong learning habits.
- Supporting and building leadership and management capacity;
- Valuing people and encouraging the continuing professional development of all staff.
- Developing a community where parents and carers are valued;

Intrinsic to our approach at the Trust is the belief that all academies are different with needs that emerge from their unique context. We work in partnership with the Headteacher, Governors, Staff, Parents and Carers to effect a programme of continuing sustainable improvement that will have a real impact, first for the pupils, but also for the staff and wider community.

In summary, we are looking for an outstanding Headteacher with the skills, leadership and enthusiasm to direct and develop Central CE Academy to become a centre of educational excellence for its pupils and community. If you believe you have the skills and expertise to make such a significant contribution I do hope that you will apply.



Canon Dr Anthony Cane,  
Chair of Directors

## The Diocese of Chichester Academy Trust

---

This is an exciting and important time in the development and growth of the Diocese of Chichester Academy Trust. The Trust was established in September 2014 as an academy trust sponsor with an initial focus on the Hastings area. Currently there are six academies in the Trust serving over 3,000 pupils in both East and West Sussex. The Trust has begun to develop a hub in Chichester with a view to growing this in the next 12 months.

The Trust **aims** to bring together local church schools, to drive and maintain improvement and share economies to maximise resources for teaching and learning in the classroom. This will enable all pupils and staff to develop and achieve to their full potential. We want to attract, train and keep good staff and also use expertise from other schools and external partners, including local universities and teaching school alliances - several are led by church schools. This is achieved principally through a network of hubs which eventually will each have a local strategic schools board – a sub-committee of the Trust’s Board of Directors- to monitor the performance of schools and promote opportunities for collaborative working across schools.

The Trust’s **vision** is to provide every child in each of the academies with the very best education possible; inspirational, fully-rounded and rooted in our Christian beliefs and values. The Trust undertakes to improve each school so that every lesson is at least good or better for all children to enjoy school life and make the best possible academic progress.

Every DCAT academy will be fully inclusive and will welcome all children equally serving those who are of Christian faith, those of other faiths and those with no faith.

The Trust draws on the expertise in the Diocese of Chichester Education Department and on the national advice available through the Church of England and the National Society as the leading sponsor of academies. The Trust directors have local and national expertise to ensure every academy is well led and governed.

The Trust is part of the Diocese of Chichester which has over two hundred years of successful experience as a provider of schools across Sussex as part of its mission to support and serve the whole community. The Diocese of Chichester Education Team works closely with church schools and academies to support and sustain them. It also works in partnership with the three local authorities in Sussex, universities, the Department for Education and also with the national Church of England education network.

The Trust’s **mission** is to become a multi-academy trust of choice for the schools and families of the Chichester Diocese by supporting the academic, spiritual and professional needs of the whole community.

We aim to be a trust in which:

- All children achieve and maximise their potential;
- All schools improve and perform above national expectations;
- All staff are supported and actively engage in continuing professional development;
- The distinct Christian identity of each of our academies is maintained and celebrated;

## Our Strategic Framework

- We will secure greater life chances for our pupils by raising their achievement and personal ambitions;
- We will create a vibrant, inclusive and aspirational family of academies providing excellent teaching and learning;
- We will position the Diocese of Chichester Academy Trust as a secure and valued local Trust, developing its role as a regional and leader in education.

## Career Opportunities within DCAT

DCAT is looking to develop the careers of teachers by identifying and nurturing future ambitious leaders.

Career progression within the Trust is seen by the Directors as essential to advance quality teaching and learning across the Trust and the wider diocese. The leadership of Central CE Academy will be a challenging role, but the success of leading this academy through significant school improvement may lead to future exciting career opportunities of leadership within the Trust in terms of other Headship opportunities, School Improvement specialisms or a Centre leader role with an education focus.

### Other Benefits

We also offer a range of other benefits to all our staff to support your handwork and to make your working life easier to manage:

- Competitive salary
- CPD opportunities (e.g. NPQH; CENPQH)
- Defined Benefit Pension Scheme(s)
- Childcare vouchers

## Job Profile

**Salary:** Group 2, ISR L12-L18, Currently £51,639 - £59,857. (Earning potential up to **£75,000** with performance enhanced pay). Details will be discussed with short-listed candidates at interview.

**Reports to:** The DCAT Board of Directors.

In addition, it is the role of the Local Governing Body [LGB] to support and strengthen its Headteacher's leadership through robust challenge; working with the Board of Directors to hold the Headteacher accountable for the performance of staff and pupils.

**Hours:** Full-time

**Start Date:** Easter 2018, by agreement.

### Function of the post:

With a shared belief in the vision and values of the Diocese of Chichester Academy Trust (the Trust), you will provide robust strategic leadership and direction in Central CE Academy, ensuring a child centred approach to education that enables continuous and progressive improvement in all pupils' learning. Fostering confidence, ambition and motivation in staff, you will promote and deliver a positive, exciting and relevant learning experience for pupils, where teaching and learning is consistently good or better and parents, carers and the local community are engaged in supporting the children's learning.

### Principal Accountabilities:

Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.

Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own

scholarship, expertise and skills, and that of those around them.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.

Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. 2

Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Hold all staff to account for their professional conduct and practice.

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self improving schools.

Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Lead, inspire and resiliently promote a positive whole school culture and ethos aligned to the values of the Trust, that supports the academy on its rapid journey to excellence and secures a strong reputation locally as Christian academy of choice for pupils, parents and teachers;

Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve;

Lead the development and delivery of the academy's Post-Ofsted Action Plan [POAP] supported by the Trust, to ensure it is child centred, supports exemplary teaching and learning strategies and practice, and secures a strong reputation locally as a model academy.

Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better teaching in an environment that staff find challenging, enriching and rewarding;

Ensure academy structures and systems are secure and supported by robust policies and procedures, creating an environment where whole school leadership and management is effective, financial planning and quality assurance is robust and the school is a safe and well used educational environment for children;

Act as Designated Safeguard Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and that children and staff feel safe and are valued.

Contribute to the success of the Multi—Academy Trust by building and promoting the engagement with the community stakeholders and engaging with other schools to enhance learning through school to school support and evidence based practice;

### **Christian Distinctiveness:**

Ensure that the Christian distinctiveness of the academy is clearly articulated, taught, shared, celebrated, understood and acted upon effectively by all.

To be active and reflective every day in work and practice for the Church of England vision for Education, i.e.: embracing 'life in all its fullness' at the heart of academy activity. A vision that holds the spiritual, physical, intellectual, emotional, moral and social development of children through the four elements of wisdom, hope, community and dignity.

Ensure that strategic planning takes account of Christian values, diversity and the experience of the academy and community.

### **DCAT**

With a supportive and collaborative approach it is expected that our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **National Standards of Excellence for Headteachers:**

The National Standards of Excellence for Headteachers define high standards which are applicable to all headteacher roles within a self-improving school system. These standards are designed to inspire public confidence in headteachers, raise aspirations, secure high academic standards in the nation's schools, and empower the teaching profession.

You will act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National Standards of Excellence for Headteachers, January 2015.

### **Teachers' Standards (England):**

Ensure all teachers adhere to the Teachers' Standards across the academy ensuring that all teaching reflects evidence based research that enables inspirational teaching and effective learning, which will lead to improved results.

### **Framework:**

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the Diocese of Chichester Academy Trust. The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties that are appropriate to the salary grade and in line with the context of your role. Please note that, in consultation with the post holder, the Diocese of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

The Diocese of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, The Trust's Health and Safety Policies.

### **Sustainability and Environment:**

The Diocese of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The Diocese of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

### **Safeguarding**

The Diocese of Chichester Academy Trust and academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

## Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.


Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Knowledge and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Interview References</b>
Qualified Teacher with evidence of continual professional development that is relevant and appropriate to the post	/		
Current knowledge of the national curriculum and research, initiatives and technologies in child learning and development	/		
Good understanding of the changing role of academies, the changing role of the local authority and OFSTED and how to work effectively with these and other such bodies	/		
Good understanding of the principles of equality and diversity that will support a culture that embraces diversity within the classroom and community	/		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance	/		
National Professional Qualification for Headteachers (unless exempt), or evidence of completed registration.		/	
Relevant accredited study and/or professional development such as leadership and management training		/	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Interview References</b>
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals in a supportive environment which promotes organisational reflection and an enthusiasm and motivation for continued improvement and shared thinking.	/		
Organisational, financial, budgetary and management skills that are relevant to the effective delivery of the duties of this post to achieve the academy's educational goals and priorities	/		
Excellent people skills, with the resilience to build and lead a team managing issues in a safe, supportive but appropriate manner to ensure the effective operation of the academy and promote high aspirations and success for all	/		
A skillful communicator with strong, interpersonal and presentation skills, both verbal and written, that naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues, providing clarity of vision, influencing and directing or challenging others	/		
Administrative skills to enable effective implementation of tasks required of a Headteacher	/		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the academy and academies within the Trust	/		

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Interview References</b>
Proven experience at senior leadership level, with demonstrable evidence of bringing about rapid and sustainable school improvement; with evidence of how this had a positive impact on pupils achieving their full potential	/		
Experience of whole school management, including financial, budgetary and resource management, challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	/		
Demonstrable evidence of building a successful team that delivers measurable improvement	/		
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	/		
Successful working relationship with a governing body, providing support to enable them to fulfil their statutory responsibilities for teaching, learning and standards	/		
Evidence of collaborating and building effective relationships with parents, carers and the wider community to enrich teaching and learning for the wellbeing of pupils	/		
Previous Headship experience, ideally with the primary age range	/		
Experience of collaborative working with multi-agencies for the benefit of the pupils		/	
Experience in managing additional educational needs provision		/	
Experience of being inspected by OFSTED at a senior level	/		

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Interview References</b>
Resilient, robust, enthusiastic, approachable and optimistic, with the presence to inspire confidence and trust, enabling others to feel Empowered and motivated to achieve high goals;	/		
Develops and empowers individuals and teams that promotes collaboration, shared knowledge and understanding, where success is celebrated and individuals accept responsibility for outcomes	/		
Commitment to equality that raises aspirations for all, challenges prejudice and assumptions and promotes integration, celebrating the diversity of multicultural Britain	/		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	/		
Welcomes accountability to a wide range of groups, forms constructive relationships with all and understands the importance and value of engaging with parents, carers and the wider community	/		
Self-reflective and responsive to feedback from a range of sources that help to identify and inform future decision making	/		
Strong working ethos with a high level of commitment to the whole Academy community, whilst recognising the importance of work-life balance for the well-being of self and others	/		
Committed to enabling the academic, spiritual, moral, social, emotional and cultural development of pupils, recognising and valuing the richness and diversity of pupils needs and the school communities	/		
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Interview References</b>
A practising Christian who is an active member of a church To ensure the academy's pastoral role is effective and evident in the community or in responding to the needs of individuals in the community To ensure that prayer, worship, RE, spiritual, moral, social and cultural values are central to the life and work of the academy, working with and alongside local clergy.	/	/	

## Key Facts: Central CE Academy

<b>Address of Academy</b>	Orchard Street, Chichester, West Sussex, PO19 1DQ
<b>Tel No.</b>	01243 783709
<b>Email:</b>	office@centralschool-chichester.org.uk
<b>Website:</b>	<a href="http://www.centralceacademy.org/">http://www.centralceacademy.org/</a>
<b>Interim Chair of Governors</b>	Mr Chris Hawker
<b>Acting Headteacher</b>	Ms Kim Huggett
<b>Planned Admission No</b>	PAN90, 3 form entry
<b>Current no. on roll</b>	197
<b>Number of Year 3 entrants Sept 2017</b>	35/18%
<b>No/% of pupils on SEND register</b>	63/32%
<b>No/% of Pupil Premium pupils</b>	49/25%
<b>No of EAL pupils</b>	31/16%
<b>Current leadership structure</b>	Exec Head > Head of School > Assistant Head
<b>Leadership structure on appointment</b>	Headteacher > Deputy Head > Assistant Head
<b>Feeder schools</b>	Lancastrian, adjacent to Central Rumboldswyke 2-3 other schools in a typical year
<b>Recent OFSTED inspection report</b>	 Central CE Academy 10034619 PDF Final.pd May 2017
<b>OFSTED Action Plan [known as Raising Attainment Plan]</b>	A working document from Sept 2017
<b>Budget for 2017-18 and 2018-19</b>	c. £1m and c. £800k
<b>URN</b>	143553
<b>DfE No.</b>	938/2027
<b>UPIN</b>	516398

## What has happened since OFSTED visited in May 2017

### Planning for Improvement

The Post OFSTED Action Plan [POAP] has been submitted to OFSTED and approved by the LGB and is now a live document. It sets out key milestones, areas for improvement, actions to be taken, who will lead, monitor and evaluate and what resources will be needed.

During September 2017 an independent review of Governance by a NLG was completed, identifying the aspects of leadership and governance that require improvement.

The academy received its first HMI visit in October 2017. The inspection found that the Leaders and managers were taking effective steps towards the removal of Special Measures.

In June 2017 The Bishop of Chichester requested the Diocesan Education Dept to undertake an independent review of management of the school for the period 2012 - 2017.

The LGB was reformed on academisation in November 2016 and now includes DCAT directors and staff.

### Implementing Improvement

A part-time Executive Head was appointed to work with the Acting Head of School [former Deputy Head] for September 2017.

The four overriding key priorities contained within the Post OFSTED Action Plan are below:

### Agreed School Priorities from OFSTED 23-24 May 2017

What does the school need to do to improve further?

- 1 Create a culture that keeps all pupils safe by ensuring that:**
  - 1.1 the trust and leaders understand and fulfil their statutory responsibilities
  - 1.2 leaders systematically record all concerns and communications about pupils' well-being and document their decisions and actions
  - 1.3 all adults know what to do if they have a concern about a pupil.
  
- 2 Improve leadership and governance by ensuring that:**
  - 2.1 the trust understands the weaknesses in the school and then holds leaders to account for school improvement
  - 2.2 they have accurate information about the progress that groups of pupils are making
  - 2.3 parents have access to a website that contains all of the required information
  - 2.4 middle leaders have a positive impact on teaching and learning
  - 2.5 pupils access a broad and balanced curriculum
  - 2.6 bullying and poor behaviour are properly recorded and appropriate actions are taken to resolve issues and promote improvements.
  
  - 2.7 An external review of governance to assess how the governance aspect of leadership may be improved.
  
- 3 Improve the quality of teaching and learning and pupils' progress by ensuring that :**
  - 3.2 teachers have high expectations of what pupils can achieve and how they present their work
  - 3.3 planned learning takes account of pupils' starting points, including the most able
  - 3.4 teachers recognise and address pupils' misconceptions and poor spelling
  - 3.5 pupils get more opportunities to develop their problem-solving and reasoning skills in mathematics.
  
- 4 Improve pupils' personal development, behaviour and wellbeing, by:**
  - 4.2 increasing the number of pupils who come to school regularly
  - 4.3 improving the moral and social development of pupils, so that they are kinder to each other and more respectful to each other and adults
  - 4.3 ensuring that there are clear policies and procedures for managing pupils' behaviour and that staff understand and follow these consistently.

What the children of Central want in a Headteacher.



## Application Procedure

---

### Visiting the academy

We welcome pre visits to the academy. Please call or email DCAT to arrange. Tel: 01273 425001, Email: [contact@dcac.academy](mailto:contact@dcac.academy)

### Statement in Support of Application

In addition to completing the application form, please inform us what you have achieved that best demonstrates your experience for the headship at Central CE Academy. We do not accept CV's.

### Application Form Completion

Please focus the reasons for your application on the essential criteria within the Person Specification outlined in the Job Profile. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

### Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application. This will be completed by a panel of Trustees from the DCAT Board of Directors. We carefully check all applications for anomalies. Candidates who best meet the Person Specification will be invited to an interview via email. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request **two** references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. **One referee should be your current or last employer.**

### Interview Process

The interviews will be held at Central CE Academy. The interview panel will consist of Trustees from the DCAT Board of Directors, Senior DCAT staff and a representative of the Local Governing Body. You will be required to deliver a presentation and there will be an activity to complete.

### Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made subject to satisfactory references, DBS clearance check and proof of identity and qualifications. Each candidate will be telephoned with the outcome and brief feed-back.

### Equality Monitoring

All applicants are required to complete the Equality Monitoring form.

### Receipt of Application

Applications are acknowledged (by email) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact DCAT immediately on Tel: 01273 425001.

### Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

### Data Protection Act 1998

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation

Candidates should complete the application form and return it so that it is received no later than Sunday 10<sup>th</sup> December 2017. Send to:- Diocese of Chichester Academy Trust at Email: [contact@dcac.academy](mailto:contact@dcac.academy)

Closing Date	Sun 10 <sup>th</sup> December 2017
Shortlisting Date	Mon 11 <sup>th</sup> December 2017
Interview Date	Fri 19 <sup>th</sup> January 2017