

Our Schools



All Saints CE Junior Academy



Christ Church CE Primary & Nursery Academy



Hurst Green CE Primary School & Nursery



Northiam C of E Primary School



St Blasius Shanklin C of E Primary Academy



St Catherine's College



St Columba CE Primary School



St Francis Catholic & Church of England Academy



St James' CE Primary Academy



St John's Meads CE Primary School



St Joseph's Infant School



St Joseph's CE Junior School



St Leonards CE Primary School



St Paul's CE Academy



Sedlescombe CE Primary School



The Marsh CE Primary School

Trust Associate Headteacher Diocese of Chichester Academy Trust

Candidate Briefing Pack
Start Date: April 2023

Helping every child achieve their God-given potential

We are a thriving Trust on the south coast of England with 16 current schools, 4927 children and 706 staff. We have an exciting opportunity for a Trust Associate Headteacher to work within and across our schools based on the Isle of Wight. Reporting initially to DCAT's Senior Education Leader and the Executive Headteacher at St Blasius Shanklin Cof E Primary Academy and St Francis Catholic and Church of England Primary Academy.

You will be:

- An experienced leader, dedicated to achieving excellence in all aspects of school life including Christian ethos
- A strategic thinker who can shape and implement our vision and raise standards and achievement for all
- A passionate educationalist who inspires the highest quality of teaching and learning for pupils of all abilities
- An excellent communicator who will build on the strong relationships in our whole community.

If you believe you have the skills and attitude to thrive in this role, then we want to hear from you.

Salary:	Leadership Pay Range L12 - L18, £58,105- £67,351 per annum
Start Date:	April 2023

Full time, permanent position – flexible working will be considered.

Candidates should submit:

- A completed application form (CVs will not be acceptable)

Completed applications should be addressed to Dominique Lewis, Head of HR and sent to hr@dcacat.academy. Informal discussions about the role are welcomed, please contact Jo Djora, 07871 636377 or email jdjora@dcacat.academy.

Closing Date	9am, Friday 24th February 2023
Interview Date	Monday 27th and Tuesday 28th February 2023

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS check upon appointment.

More information about the Trust can be found on our [website](#).

Please see the attached application pack for further details about DCAT, the role including job description and person specification.

Welcome

Thank you for your interest in the role of DCAT Trust Associate Headteacher.

The purpose of this new role is to add strong, experienced leadership and capacity to the DCAT island schools. Our island schools currently are: St Francis Catholic and Church of England Primary Academy and St Blasius Shanklin Church of England Primary Academy. However, there are other schools interested in joining DCAT and we expect to grow here.

This is a unique opportunity to work with the existing Executive Headteacher with a relentless focus on improving the outcomes for each and every child, so they can achieve their God given potential. This is a 'mobile' Headteacher Associate role and the successful candidate will initially be based at St Francis Catholic and Church of England Primary Academy in Ventnor, but you may be asked to lead and support at any of the island DCAT's schools or associate schools that we may support in the future following this.

If you are interested in finding out more, please do contact Jo Djora, DCAT's Senior Educational Leader (West), she supports the island schools weekly on **07871 636377** or email: jdjora@dcacat.academy We also ask that interested candidates visit the schools and meet our Executive Headteacher prior to submitting an application.

We believe, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
- C**ontinued development of staff is valued and improves education for young people
- A**ll schools are improving and perform above national expectations
- T**he distinct Christian identity of each academy develops and is celebrated

We are a forward-thinking Trust, with a clear [strategic vision for 2025](#) which outlines the roadmap for the Trust over the next 3 years. It builds on our strong foundations and is designed to add depth, capacity and value, responding with energy and vision to the ever-evolving needs of our schools.

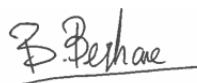
We are always excited about enthusiastic, like-minded professionals joining our Trust and very much look forward to hearing from you and receiving your application.

We look forward to hearing from you and receiving your application.

Yours faithfully,



MARK TALBOT CEO



BERUK BERHANE CEO Deputy

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The Diocese of Chichester Academy Trust (DCAT)

School Joining Timeline

The summary of our growth to date can be found on our Trust website. As mentioned, we are expecting new schools to join us this year.

DCAT Schools

The map below gives an indication of the spread of schools which are currently in two regions.



Contextual and Performance Data

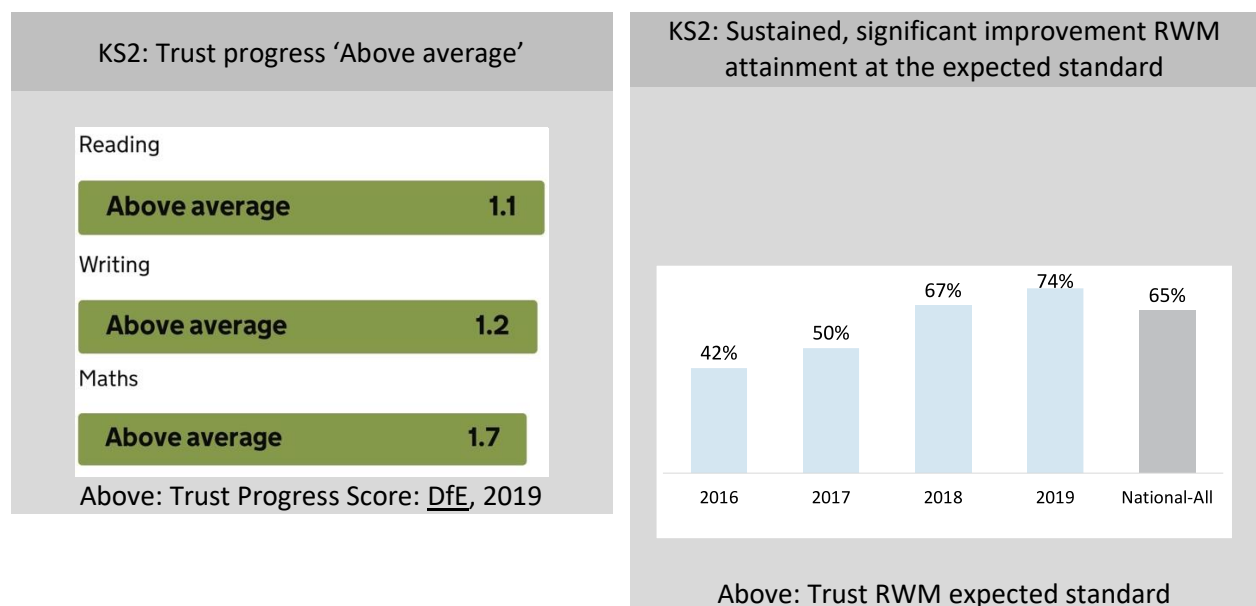
At DCAT we have clear stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
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- T**he distinct Christian identity of each academy develops and is celebrated

We exist to provide a first-class option for schools choosing to become an academy. Each of our schools maintains its own unique character and identity, serving its distinct community.

We consider, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

The data below gives a snapshot of the Trust Primary performance which put the Trust in the top 20% of Trusts nationally and the 2nd best performing Church of England Multi Academy Trust.



DCAT Organisational Structure

The existing structure is in place to provide high quality support for our 16 schools. We are in the process of rolling out a new structure to account for our planned growth. This can be shared with you on request.

Academy Improvement

The Trust passionately believes in a collaborative approach to school improvement, with opportunities for developing and sharing best practice, networking, and staff development.

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 affect a programme of continuing sustainable improvement that will have a real impact, first on the pupils, and also on the staff and wider community.

Career Opportunities within DCAT

DCAT is looking to develop the careers of colleagues by identifying and nurturing willing and able future leaders. We have numerous examples of administrative staff progressing into management positions, middle level leaders stepping up to Senior roles, and Assistant Headteachers and Deputies stepping up to Headship within our Trust. In addition, Heads have successfully applied for part-time Senior Education Leader roles and our CEO and DCEO have been Heads/Deputies within our Trust. In short, succession planning and talent management are key priorities for DCAT and a significant CPD budget has been allocated for staff development across the Trust.

Job Profile

Position	Headteacher
Salary Scale	Leadership Pay Range
Terms & Conditions	Headteacher Terms and Conditions L12-L18
Contract type	Permanent, Full Time - Flexible Working will be considered
Benefits	<ul style="list-style-type: none"> • Teacher Pension Scheme • Free Parking onsite • Cycle to Work scheme • Employee Assistance Programme
Responsible to	Senior Education Lead of DCAT / Executive Headteacher St Francis Catholic and Cof E Primary Academy and St Blasius Shanklin, Cof E Primary Academy
Base	St Francis Catholic and Church of England Primary School (initially) Isle of Wight but you may be placed at any DCAT island schools or associate schools

Main purpose of the job:

Job Purpose

Working with the Executive Headteacher, The Trust Associate Headteacher will take overall responsibility for the leadership and management of every aspect of the school under the direction of the Executive Headteacher. They will establish a culture of outstanding teaching and learning within a Church school environment. An ethos of high expectations and a nurturing yet rigorous approach to behaviour management is required.

Key Responsibilities, as directed by the Executive Headteacher

To add a depth of experience in teaching and learning with a specific remit to:

- Leading and developing a Christian ethos of high expectations of safeguarding and social behaviour, ensuring that the academy that the academy is fully prepared for SIAMs inspections/Catholic Validation Visits and Ofsted.
- To raise outcomes for children, ensuring that the school's outcomes are above national averages.
- To model teaching, coach staff for improvement, teach groups/classes as directed by the Executive Headteacher (this post does not have a class teacher responsibility) and support the development of middle and other senior leaders within the Trust
- To act as the Designated Safeguarding Lead for the school
- To ensure that the CPD offer for the island schools is well designed and delivered to continue to develop staff at all levels

- Establish and sustain the academy's ethos and strategic direction together with the governing board and through consultation with the academy community
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to academy effectiveness, and develop strategies for academy improvement that are realistic, timely and suited to the academy's context communicated in the Self-Evaluation Form and the Academy Development Plan.
- Make sure these academy improvement strategies are effectively implemented
- Monitor progress towards achieving the academy's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships and promote the vision and values of the Diocese of Chichester Academy Trust with all stakeholders, including pupils, parents, staff, governors, parishioners and the wider community
- Serve in the best interests of the academy's pupils
- Hold and articulate a clear Christian vision for the school, ensuring this vision is clearly articulated, shared and acted upon by all

Academy culture and behaviour

The DCAT Associate Headteacher will:

- Create a culture where pupils experience a positive and enriching academy life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy
- Use consistent and fair approaches to managing behaviour, in line with the academy's behaviour policy

Teaching, curriculum and assessment

The DCAT Associate Headteacher will:

- Establish and sustain high-quality teaching across all subjects and key stages, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish strong curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- To provide analysis of data for the LGB and the Trust.

Additional and special educational needs (SEN) and disabilities

The DCAT Associate Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The DCAT Associate Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Maintain regular and productive communication with parents

Safeguarding

The DCAT Associate Headteacher will act as the Designated Safeguarding Lead:

- The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Professional development

The DCAT Associate Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The DCAT Associate Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with the Trust, other academies and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The postholder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, we will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – please clearly demonstrate the ‘IMPACT’ of the work you have done when addressing how you meet the specification for the job role in your supporting statement.

FAITH		Essential (E) Desirable (D)
1.	Be a practising Christian (Anglican or Catholic) with evidence of life in faith community.	D
2.	Committed to the Church (Anglican and Catholic) ethos and identity of each academy, Gospel values and the constant promotion of all pupils’ spiritual and moral development.	E
QUALIFICATIONS		Essential (E) Desirable (D)
1.	Degree educated	E
2.	Qualified Teacher Status	E
3.	Evidence of continuous professional development	E
4.	Qualified to teach and work in the UK	E
EXPERIENCE		Essential (E) Desirable (D)

1.	Successful experience of senior leadership at assistant or deputy head teacher level	E
2.	An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	E
3.	Proven experience in the analysis of performance data for the purpose of target setting and evaluation	E
4.	Experience of monitoring and improving the quality of teaching and learning	E
5.	Have a thorough understanding of curriculum development	E
ABILITIES, SKILLS AND KNOWLEDGE		Essential (E) Desirable (D)
1.	Knowledge of the professional teaching standards	E
2.	Knowledge of performance management requirements in an educational context	E
3.	Ability to pursue challenging and rigorous questions and probe explanations	E
4.	Lead, manage and co-ordinate staff through an effective team-based approach	E
5.	Emotional intelligence	E
6.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	E
7.	An understanding of current Statutory Inspection of Anglican and Methodist Schools (SIAMS) / Catholic validation within which the school operates	E
8.	Experience of successful leadership of a Statutory Inspection of Anglican and Methodist Schools (SIAMS) / Catholic validation	D
PERSONAL QUALITIES		Essential (E) Desirable (D)
1.	Personal resilience and perseverance	E
2.	Positive and optimistic	E
3.	A constant drive for improvement	E
4.	Highly approachable, very grounded and makes sensible judgements	E
5.	Relishes accountability and takes personal responsibility for their own actions	E
6.	Able to build trust and mutual respect between pupils, families and staff	E
7.	Strong interpersonal, written and oral communication skills	E
8.	Excellent communicator and team player	E

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

How to Apply

Conversation

For a confidential discussion about the role please contact Jo Djora, DCAT Senior Educational Leader by phone: 07871 636377 or email jdjora@dcacat.academy she will organise a joint call with Alex Augustus, Executive Headteacher head@stfrancisventnor.org and your visit to the school.

Application Form

Completed application forms – a CV will not be accepted – should be addressed to Dominique Lewis, Head of HR and submitted via email to hr@dcacat.academy.

Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application letter. **Please clearly demonstrate the 'IMPACT' of the work you have done when addressing how you meet the specification for the job role in your supporting statement.**

Interviews

The interviews will be held at St Francis Catholic and Church of England School

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 proof of qualifications. Each candidate will be telephoned with the outcome. Requested feed-back will be available by arrangement.

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 Dominique Lewis, Head of HR on Tel: 01273 056291.

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.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on the DCAT HR secure database and will be used to process your application. It will not be passed to any other organisation and will comply with new GDPR regulations. DCAT's Staff Privacy Notice is published on the DCAT website link here:

https://drive.google.com/file/d/12XspHm0aloz_GY4HfT2TUH12mvUzA669/view