



# Diocese of Salisbury Academy Trust

*'Beyond expectations for all of God's children'*

## Head of School

## Whitesheet CE Primary Academy



Working for the

Diocese of Salisbury Academy Trust

**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 mediaeval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with nine 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](http://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:**

**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.

**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.

**Application Form**

To apply for the role you are required to complete an application form and return this to the academy or the Trust HR department (please read the instructions carefully) before the closing date. We do appreciate the time taken to complete the application form. Unfortunately CVs will not be accepted.

**Equal Opportunities Monitoring Form**

We are committed to equality in the workplace and supporting the development of all our employees.

**Living and working in our Diocese**

We have aimed to capture a brief overview of the rich social and cultural diversity across our beautiful area.





# Diocese of Salisbury Academy Trust

*'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 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.



*'I can do everything through Christ, who gives me strength'*



### Letter from Chair of Governors

I am delighted that you are interested in the post of Head of School at Whitesheet CE Academy. We are part of the Diocese of Salisbury Academy Trust (DSAT). Our Christian values are at the core of all we do, underpinning our teaching and learning. Our Christian ethos is articulated throughout our management of the School and we work hard to secure this at every level.

We are seeking to appoint an inspirational and imaginative Head of School who will lead us in providing the best education we can offer for the children we serve.

We are looking to further develop the provision on offer through an enriched and varied curriculum, preparing our children for their future. This will be in partnership with parents and the local community.

I lead a very hardworking and supportive Local Governing Board (LGB). We will do all we can to assist the new Head of School. We are excited at the prospect of this crucial appointment which we believe will herald a new era of success founded on the happiness and efforts of both children and staff at Whitesheet.

As a LGB we look forward to working with our new Head of School and developing a shared vision for the future of the School.

If you would like to visit the school you would be most welcome. Please arrange a visit with our School Administrator Jamie Hirst either on 01747 840394 or via email to [office@whitesheet.dsat.org.uk](mailto:office@whitesheet.dsat.org.uk)

For further information please visit our website at [www.whitesheet.dsat.org.uk](http://www.whitesheet.dsat.org.uk)

We do hope you will pursue this application and I look forward to meeting you. Thank you for your interest and do contact us if you have any further questions when you have read the information pack.

*M Martin*

**Margaret Martin**  
Chair of Whitesheet LGB

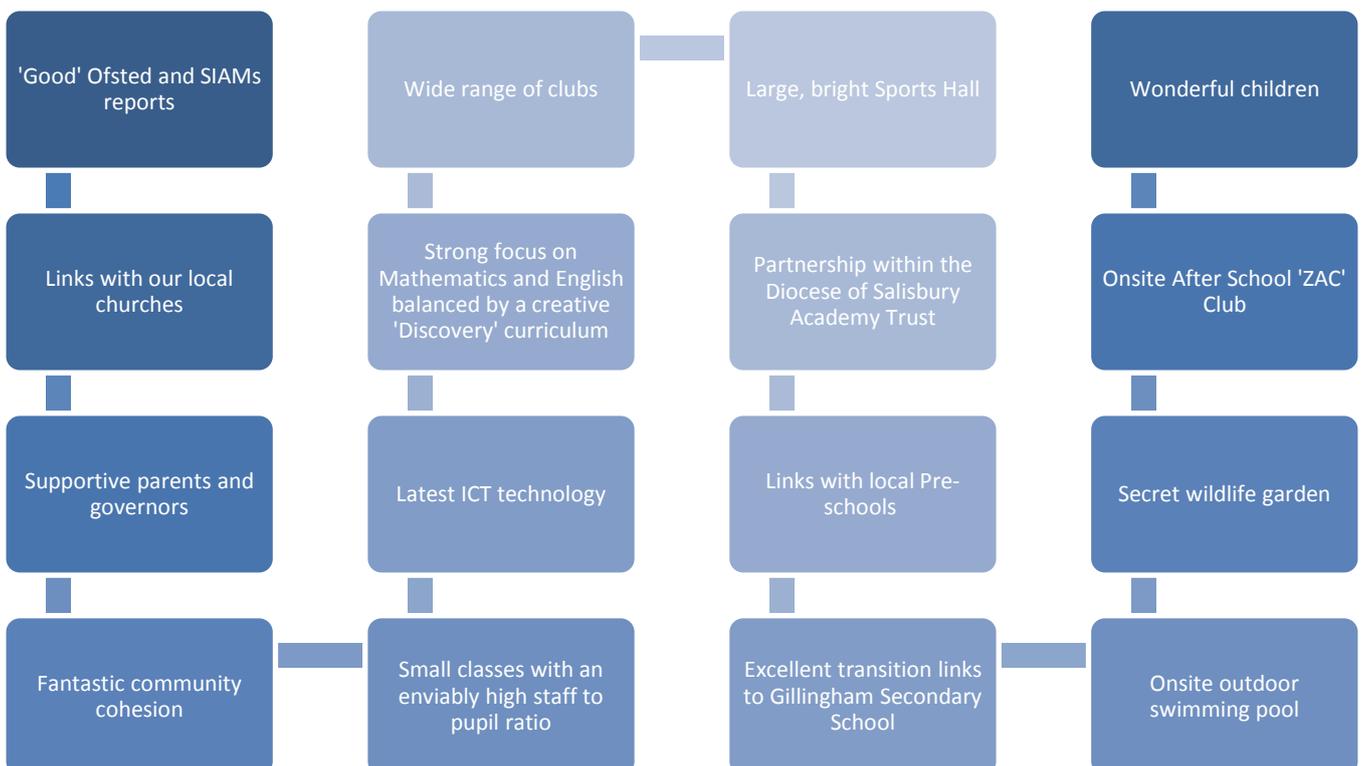


### Vision and Core Values



### About our Academy

Set in the idyllic Wiltshire countryside in an area of 'Outstanding Natural Beauty', Whitesheet Academy is a small, rural Primary School with excellent provision for pupils from a wide catchment area. We are proud of our:



## 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. At the start of the academic year 2017-18, the Trust has twelve 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, or Council as it was called then, was formed to support their work and to promote new schools. The Diocese today extends over 2000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. We work 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 our care. We are open to both church and non-church affiliated schools across the region.

## Job Advert

Job Title	Head of School
Academy Name	Whitesheet CE Primary Academy
Location	Chapel Lane, Zeals, Wiltshire, BA12 6NL
Hours	Full Time
Contract Type	Permanent
Salary	Leadership Scale L6-L10
Pension	Teachers' Pension Scheme
Child Care Vouchers	Available upon request
Contact	Mrs Sarah Sprague
Interview Date/s	20 <sup>th</sup> October 2017
Start Date	1 <sup>st</sup> January 2018

We are excited to offer the post of Head of School at Whitesheet in Zeals, working in dynamic partnership with dedicated experienced staff and other senior leaders across the Trust to take this school forward on the next challenging and exciting stages of its journey. Applicants will be a member of a school's senior leadership team, looking for the next stage of their career. They will be able to demonstrate the impact and effectiveness of their leadership role in their present setting.

This presents a wonderful opportunity to move to head of school position whilst benefiting from the support of experienced colleagues from the Trust. The role will involve taking the strategic and day-to-day responsibility for the leadership of the academy, with the direct support and line management of our Hub Improvement Lead. There will also be a teaching commitment of around 40%, currently based in KS2 – exact arrangements will be confirmed with the successful candidate.

You will have a strong desire to lead, and a strong appreciation of the importance of accountability, enabling sustainable improvement. This will ensure the academy continues to be highly effective, innovative, creative and a distinctive Christian learning community.

Whitesheet is a primary school (Years R to 6) and currently has 37 pupils. All DSAT schools benefit from central support in Finance, HR and school improvement provision. The newly appointed Head of School will be at the heart of Whitesheet's vision for a thriving and collaborative learning community, taking responsibility for the day-to-day running of the school and providing leadership across a number of strategic priorities.

### Additional information

Please see links to the school and DSAT websites [www.whitesheet.dsat.org.uk](http://www.whitesheet.dsat.org.uk) and [www.dsat.org.uk](http://www.dsat.org.uk). For further information and to arrange a visit, please contact the interim Headteacher, Sarah Sprague, through the school office – [office@whitesheet.dsat.org.uk](mailto:office@whitesheet.dsat.org.uk) or 01747 840394.

*The Diocese of Salisbury 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. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.*

## 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 conversations with our Headteachers 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 planned for the **20<sup>th</sup> October 2017** and further details about the interview process will be emailed to the candidates in good time.

## Job Description

<b>Job Title: Head of School</b>	<b>Grade: L6 – L10</b>
<b>Reports To: Hub Improvement Lead / CEO</b>	<b>Salary Range: £44,102 - £48,711</b>
<p><b>Main Job Purpose:</b></p> <p>Under the direction, delegation, and guidance of the DSAT Hub Improvement Lead (HIL):</p> <ul style="list-style-type: none"> <li>• To be a key member of the Leadership Team, making a positive contribution to secure the long-term success of the Academy and, through close collaboration with the Leadership Team, the long-term success of joint academies;</li> <li>• To specifically provide the day to day leadership and management which enables the Academy to give every pupil high quality education and which promotes the highest possible standards of achievement;</li> <li>• To take the lead responsibility for teaching and learning at the Academy and be accountable for standards achieved;</li> <li>• To prioritise the safeguarding of children and young people at all times;</li> <li>• To be responsible for the day to day operation of the Academy;</li> <li>• To take the prime lead in establishing a school presence for parents/carers at the Academy and to develop local community relationships, and links with partners;</li> <li>• To report to the Local Governing Board (LGB) on matters relating to the Key Stage progress outcomes at the Academy and on school specific issues;</li> <li>• To ensure standards relating to health and safety and the maintenance and condition of buildings are met, reporting to LGB members/HIL where additional resources and/or more strategic action are required;</li> <li>• To be responsible for the effective deployment of staff across the Academy and, in conjunction with the DSAT Hub Improvement Lead, to contribute to the recruitment, management and deployment of staff across the Academies;</li> <li>• To be responsible for developing effective procedures for children moving from KS1 to KS2 , in conjunction with the other Key Stage lead, and as overseen by the HIL;</li> <li>• To be responsible for the spending of any other budgets which the LGB may decide to allocate to each school, ensuring the efficient management of all resources;</li> <li>• To undertake, to the extent required by the HIL or LGB, the professional duties of the HIL in the event of his/her absence.</li> </ul>	
<p><b>Line Management Responsibilities:</b></p> <p>All staff within the Academy, under the direction of the DSAT HIL</p>	
<p><b>Main Duties:</b></p>	
1.	<p><b>Shaping the Future of the Academy</b></p> <ol style="list-style-type: none"> <li>a) Under the overall direction of, and in conjunction with the DSAT HIL, and in association with other Academy Heads, you will play a major role in the Academy, including, keeping under review the aims and objectives of the Academy, contributing to Trust-wide policies through which they are to be achieved, managing staff and resources to achieve those ends, and monitoring progress towards their achievement.</li> <li>b) Work under the direction of the DSAT HIL, and in close cooperation with other Academy Heads, to ensure the long term success of the Academy.</li> <li>c) Contribute to, and communicate, the Trust’s shared vision which expresses core values and purpose.</li> <li>d) Implement the vision through agreed objectives and operational plans at the Academy.</li> <li>e) Motivate others to create a shared learning culture and positive climate.</li> </ol>

2.	<b>Leading teaching and learning in the academy</b> <ol style="list-style-type: none"> <li>a) Ensure a continuous and consistent Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress.</li> <li>b) Establish creative, responsive, inclusive and effective approaches to learning and teaching.</li> <li>c) Set high expectations and set stretching targets for the whole school community.</li> <li>d) Monitor, evaluate and review school practice and promote improvement strategies.</li> <li>e) Tackle under-performance at all levels in conjunction with the DSAT HIL</li> </ol>
3.	<b>Working under the direction of the DSAT HIL to develop self and others</b> <ol style="list-style-type: none"> <li>a) Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.</li> <li>b) Promote and maintain a culture of high expectations for self and others.</li> <li>c) Ensure effective planning, allocation, support and evaluation of work of teams and individuals.</li> <li>d) Regularly review own practice, set personal targets and take responsibility for own development.</li> </ol>
4.	<b>Managing the organisation</b> <ol style="list-style-type: none"> <li>a) Ensure the smooth day-to-day running of the Academy and report directly to the DSAT HIL.</li> <li>b) Liaise with LGB members where appropriate</li> <li>c) Under the direction of the HIL, recruit, retain and deploy staff appropriately within the Academy.</li> </ol>
5.	<b>Securing accountability</b> <ol style="list-style-type: none"> <li>a) Contribute to, and articulate, an ethos which enables everyone to work collaboratively and which reflects the ethos of the Trust.</li> <li>b) Ensure individual staff accountabilities are clearly defined, understood and agreed within the School or phase.</li> <li>c) Ensure every individual child has access to high quality teaching and learning</li> </ol>
6.	<b>Strengthening community</b> <ol style="list-style-type: none"> <li>a) Promote positive strategies for challenging racial and other prejudice.</li> <li>b) Ensure a range of community-based learning experiences.</li> <li>c) Collaborate with other agencies to ensure pupil and community needs are met.</li> </ol>
7.	<b>Safeguarding</b> <ol style="list-style-type: none"> <li>a) Be responsible for promoting the welfare of all children and young people.</li> <li>b) Create an organisational culture which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate</li> </ol>
8.	<b>General</b> <ol style="list-style-type: none"> <li>a) Comply with the Health and Safety at work requirements in accordance with legislation and agreed guidelines.</li> <li>b) Comply with the data protection requirements and maintain the security of all documents and information, in accordance with legislation and agreed guidelines.</li> </ol>
9.	To fully comply with the Trust's safeguarding policy.
10	This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

## Person Specification

Key criteria	Essential
<b>Education, training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level</li> <li>• Qualified teacher status</li> <li>• Evidence of CPD</li> <li>• Commitment to NPQH and other Leadership CPD</li> </ul>
<b>Skills and Knowledge</b>	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• statutory education frameworks</li> <li>• ways to build, communicate and implement a shared vision</li> <li>• strategic planning processes</li> <li>• leading change, creativity and innovation</li> <li>• new technologies, their use and impact</li> <li>• strategies for communication, both within and beyond the school</li> <li>• strategies for raising achievement and achieving excellence</li> <li>• models of learning and teaching</li> <li>• models of behaviour and attendance management</li> <li>• curriculum design and management</li> <li>• schools self-evaluation process</li> <li>• strategies to promote individual, team and organisational development</li> <li>• building and sustaining a learning community</li> <li>• the impact of change on organisation and individuals</li> <li>• legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation</li> <li>• the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance</li> <li>• the wider curriculum, across the Federation and the opportunities it provides for pupils and the school community</li> <li>• strategies which encourage parents and carers to support their children's learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successfully leading and sustaining educational initiatives</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Excellent communicator</li> <li>• Confident and competent</li> <li>• Motivator and innovator</li> <li>• Personal commitment to quality and excellence</li> <li>• Committed to equal opportunities.</li> </ul> <p>Self-awareness</p> <ul style="list-style-type: none"> <li>• Emotional self-awareness</li> <li>• Accurate self-assessment</li> <li>• Self-confidence</li> </ul> <p>Self-management</p> <ul style="list-style-type: none"> <li>• Emotional self control</li> <li>• Transparency</li> <li>• Adaptability</li> <li>• Achievement orientation</li> <li>• Initiative</li> <li>• A commitment to and appreciation of the Christian foundation and ethos of the school</li> <li>• Optimism</li> </ul> <p>Social awareness</p>

Key criteria	Essential
	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• Organisational awareness</li> <li>• Service orientation</li> </ul> <p>Relationship management</p> <ul style="list-style-type: none"> <li>• Developing others</li> <li>• Inspirational leadership</li> <li>• Change catalyst</li> <li>• Influence</li> <li>• Conflict management</li> <li>• Team work and collaboration</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Able to work effectively and cooperatively between schools and with all stakeholders</li> <li>• Able to negotiate effectively to further the School's objectives</li> <li>• Ability to contribute to, and maintain a clear vision for the School in line with the Federation vision and values and to lead others to plan and deliver it</li> <li>• Leadership and management skills to improve and maintain the School's level of attainment and success</li> <li>• Excellent classroom practitioner who can lead by example</li> <li>• Ability to motivate students and staff</li> <li>• Ability to review, monitor and evaluate progress and results</li> <li>• Demonstrated ability to lead, coordinate and delegate</li> <li>• Ability to manage change and work under pressure of changing circumstances</li> </ul>