

# Head of School Recruitment Pack

## Heene Church of England (Aided) Primary School



SALARY:	Leadership Pay Range, L13-L17 £63,430 - £69,970
START DATE:	September 2024
CLOSING DATE:	9am, Friday 15th April 2024
INTERVIEW DATE:	Monday 22nd or Monday 29th April 2024

# Heene Church of England (Aided) Primary School

## Thank you for expressing your interest in the position of Head of School at Heene CE Primary School.

This is a remarkable opportunity to lead a team of dedicated staff, alongside the Executive Headteacher to inspire wonderful children, and engage with a committed parent/carer and community group. You will have the chance to build upon the solid foundations that have been established since the school's last inspection.

Heene CE Primary School is part of a strong group of schools within the Trust's West Region. We are looking to appoint an inspirational Head of School from September 2024 to continue the school improvement journey. The aim is for this post to become the substantive Headteacher from September 2025.

We encourage all candidates to thoroughly explore our school's website and apply only if you believe that your vision aligns with that of the school and the Trust.

To facilitate the discernment process, we kindly request that interested candidates visit the school and engage in conversations with the Executive Headteacher and members of DCAT before submitting their application.

We eagerly anticipate hearing from you and reviewing your application.

Yours faithfully

**MARK TALBOT**

CEO of The Diocese of Chichester Academy Trust





# The Diocese of Chichester Academy Trust

DCAT IS A THRIVING TRUST ON THE SOUTH COAST OF ENGLAND WITH 25 CURRENT SCHOOLS, 7980 CHILDREN AND 1172 STAFF.

We aim to bring together church schools, to drive and maintain improvement and to share economies to maximise resources for teaching and learning in the classroom.

Our 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 ensure each academy delivers a high quality, broad and balanced curriculum for all.



# Our Schools



- 1 St James' CE Primary Academy
- 2 St Francis Catholic & CE Academy
- 3 St Blasius Shanklin CE Primary Academy
- 4 St Columba CE Primary School
- 5 St Joseph's CE Junior School
- 6 St Joseph's Infant School
- 7 The March CE Primary School
- 8 Lanesend Primary School
- 9 Heene CE Primary School

- 10 St John's Meads CE Primary School
- 11 The Haven CE Methodist Primary School
- 12 Christ Church CE Primary & Nursery Academy
- 13 St Leonards CE Primary School
- 14 St Paul's CE Academy
- 15 All Saints CE Junior Academy
- 16 Hurst Green CE Primary School & Nursery
- 17 Sedlescombe CE Primary School
- 18 Northiam CE Primary School

- 19 St Catherine's College
- 20 Ninfield CE School
- 21 Little Common School
- 22 St Andrew's CE Infant School
- 23 Tollgate Community Junior School
- 24 Newick Church of England Primary School
- 25 Chantry Community Primary School

# Job Profile of Head of School

Position	Head of School
Salary Scale	L13 – L17 £63,430 - £69,970
Terms & Conditions	Standard Head of School T&C's
Contract type	Permanent, Full Time
Benefits	<ul style="list-style-type: none"><li>• Teacher Pension Scheme</li><li>• Free Parking onsite</li><li>• Cycle to Work scheme</li><li>• Employee Assistance Programme</li></ul>
Responsible to	Senior Education Lead of DCAT
Base	Heene Church of England (Aided) Primary School, Norfolk Street, Worthing, West Sussex, BN11 4BB

## Job Purpose

The Head of School, under the direction of the executive headteacher, will be responsible for providing the leadership and management of Heene C of E Primary School in line with the vision of the trust and manage the day-to-day running of the school.

## KEY RESPONSIBILITIES

### Leadership and management of the school

The Head of School will:

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the Executive Headteacher, COO and Head of Finance
- Implement the trust's appraisal policy and other management processes and systems
- Support the implementation of trust-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary.
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school

## Teaching and learning

### The Head of School will:

- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Make sure standards of behaviour are high to foster an environment in which learning can thrive

## Communication

### The Head of School will:

- Work with the Executive Headteacher, Local Governing Body, Trustees and SEL to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local governing body and/or trustee meetings
- Contribute to reports to the CEO or board as necessary

# Job Profile of Head of School



## Managing resources

### The Head of School will:

- Contribute to the budget setting, cash-flow management and all other financial management processes with the relevant Trust and school financial staff
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

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 and The Heene Church of England School are 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

## FAITH

Essential (E)  
Desirable (D)

- |   |  |   |
|---|--|---|
| 1 | Be a practising Christian  | D |
| 2 | Committed to the Church ethos and identity of each academy, Gospel values and the constant promotion of all pupils' spiritual and moral development. | E |

## QUALIFICATIONS

- |    |   |   |
|----|---|---|
| 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

- |   |  |   |
|---|--|---|
| 1 | Successful experience of senior leadership at assistant or deputy Headteacher 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) within which the school operates	E
8	Experience of successful leadership of a Statutory Inspection of Anglican and Methodist Schools (SIAMS)	D

## PERSONAL QUALITIES

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

# How to Apply

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

For an informal discussion with the Executive Headteacher, and to arrange a school visit, please contact the school on **01903 201386**. For a conversation with a member of the DCAT team please contact **01273 425001** or **hr@dcac.academy**.

Please submit a completed application form outlining your suitability for the role. CV's will not be considered. Applications should be received no later than 9am, Monday 15th April 2024. If you are shortlisted, interviews will be held Friday 22nd or Friday 29th April 2024. Please send your cover letter and completed application form to: **hr@dcac.academy**. All information within your application will be treated confidentially.

## References

All successful appointments are subject to receipt of three satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

## Head of School

<b>Salary:</b>	L13 – L17 £63,430 - £69,970
<b>Start Date:</b>	September 2024
<b>Working pattern:</b>	Full-time
<b>Closing date:</b>	9am, Monday 15th April
<b>Interview date:</b>	Monday 22nd or Monday 29th April 2024

**Heene Church of England (Aided) Primary School**  
Norfolk Street,  
Worthing  
West Sussex  
BN11 4BB

**Phone:** 01903 201386

**Email:** office@heenepprimary.co.uk

**Website:** www.heenepprimary.co.uk



# Guidance Notes for Applicants

## Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form, and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

## Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; as an applicant for a Head of School post, you should provide the name and address of your Director of Children's Services, or CEO of your Academy Trust, together with a second referee who should be the Chair of Governors or in the case of a serving Deputy, the Headteacher of your current school. If you are applying for the post of a Deputy Headteacher, your referees should be your Headteacher and your previous employer.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

If you are applying for a Head of School vacancy in a Voluntary Controlled (VC) or Voluntary Aided School, in addition to the two employment references, the Governing Board will also seek a third reference regarding the religious character of the requirements of the post. The application form sets out the information that is required in order to seek the third reference.

## Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g., National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

## Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service.

DCAT and The Heene Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the school as the employer.

This disclosure will need to be approved by the school before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

### **Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)**

The post of Head of School is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

### **Eligibility to Work in the UK**

In line with Safer Recruitment guidance issued by the DfE and other employment-

related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

### **Data protection**

The Heene Church of England School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at [The Heene Church of England School - Job Vacancies](#)

### **Self-declaration Form – Short-listed Candidates**

All candidates short-listed for interview will be sent a self-declaration form. The purpose of this form is to determine the suitability of candidates to work with children. This process follows statutory guidance set out in the DfE publication Keeping Children Safe in Education 2022.

We would like to take this opportunity to thank you for your interest in working for our school and wish you all the best.

# Head of School

## Heene Church of England (Aided) Primary School



**Position:** Head of School  
**Salary:** Leadership Pay Range,  
L13-L17 £63,430-£69,970  
**Start Date:** September 2024  
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### Heene Church of England (Aided) Primary School

Norfolk Street,  
Worthing  
West Sussex  
BN11 4BB

**Phone:** 01903 201386

**Email:** [office@heenepriamry.co.uk](mailto:office@heenepriamry.co.uk)

**Website:** [www.heenepriamry.co.uk](http://www.heenepriamry.co.uk)

**Heene is a lively and caring community with a strong Christian ethos. We are looking to appoint an experienced and inspirational leader to become Head of School from September 2024 to continue the school improvement journey. The aim is for this post to become the substantive Headteacher from September 2025.**

Our vision is: 'Learning together, loving others, guided by God'. We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

### **Our newly revised values are:**

- Kindness
- Confidence
- Resilience
- Ambition
- Curiosity
- Respect

At Heene Primary School, we always put kindness first. We think this is a great rule for life.

If you are looking to take the next step in your leadership career our new Head of School role at Heene offers you a unique opportunity to join our school as we continue on our journey. You would, as Head of School work alongside an experienced Executive Principal, and benefit from a wide range of CPD opportunities and peer support from colleagues within the wider Trust.

### **We are looking an exceptional individual who:**

- Is 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.

- Has discovered more about Heene and sees the genuine potential within this school.
- Has a clear moral and spiritual purpose for wanting to be the Head of School of Heene
- Embraces a culture of feedback as a way of supporting staff to develop in their roles and achieve excellence in their professional practise
- Will make the voice of every child at Heene heard.
- Is positive about the vital partnership with parents and who listens to them.
- Understands the school's recent journey, to know that the 2018 Ofsted report accurately reflects where Heene has come from and where it has to get to.
- Can hit the ground running, with energy, purpose, inspiration and humility
- Is motivated and decisive, energetic and focussed.
- Is confident, approachable and personable, committed to accepting help and support where necessary.
- Is outward looking across the whole school and wider community.

- Knows how to look after their staff, motivating and engaging them to do their best work.
- Works in a way where the wellbeing of children and staff is second nature.
- Has a profound grasp of safeguarding culture.
- Want to develop the Christian character of Heene and immerse themselves in our local Church community.

### What we can offer:

- The opportunity to lead a well-regarded school with high ambitions for the future
- A team of talented staff who enjoy working together
- Pupils with excellent behaviour and overall wellbeing, who are proud of their school
- A supportive Trust
- A strong Church of England school spirit and community
- Supportive parent body

For an informal discussion with the Chair of Governors, and to arrange a school visit, please contact the school.

For a conversation with a member of the DCAT team please contact **01273 425001** or email **[hr@dcacat.academy](mailto:hr@dcacat.academy)**.