

***Dedham
Church of England
(Voluntary Controlled)
Primary School***



**Appointment of Headteacher
Information for Candidates**

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Application Arrangements

Thank you for your interest in the Dedham Church of England (Voluntary controlled) Primary School Headteacher post.

Following feedback from colleagues and previous candidates, who have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast, we would encourage you to apply for this post on-line. You can access the website from any computer, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online we will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.
- A self-disclosure form (SD2) is attached to the advertisement; please complete it using Adobe Reader (available to download free of charge at <http://get.adobe.com/uk/reader>).

To complete the form, please read the notes of guidance on pages 1 and 2 and type your responses in the blue boxes on page three. All fields are compulsory; if you have no convictions, cautions or pending prosecutions, please enter 'None' in the appropriate boxes. The Name, Signature, Date and Post applied for fields must all be completed in full; it is not possible to upload an electronic signature to this version of the form so please type your name into the Signature box.

Once you have completed the form, save and submit it as an attachment to your online application form.

If you are shortlisted, you will be sent an occupational health questionnaire which you will need to complete and return to this office prior to interview.

We look forward to receiving your application; please do not hesitate to contact us via the email recruitment@dedham.essex.sch.uk if you have any queries.

Closing date: Monday 4th July 2022 at Midday

Interview date: Thursday 14th July

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

Referees:

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:

- One reference from the Chair of Governors of their current school
- One reference from the Authority
- One reference from their previous employer if employed by them within the last 5 years.

Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:

- One reference from the Chair of Governors/Chair of Trustees of their current school
- One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

Existing Deputy Headteachers and others currently employed in any school or academy are required to provide:

- One reference from their current headteacher
- One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

Letter from Chair of Governors

Dear Candidate,

Thank you for your interest in the position of Headteacher at Dedham Church of England Primary School.

The Governors are looking for an outstanding leader with the requisite drive and vision to take our Outstanding school forward, to secure the best learning outcomes for our happy children and to create the best professional environment in which all staff can develop and prosper. We were graded “Outstanding” following our SIAMs inspection in October 2017. As a village school, as well as a Church school, we are at the heart of our community and engage with a wide range of stakeholders to ensure the school remains a welcoming and inclusive place.

We would encourage prospective candidates to visit our school prior to submitting an application, in order that you can begin to learn more about our school. Please contact me at recruitment@dedham.essex.sch.uk to arrange a suitable time. Please also use this e-mail address to ask any questions you might have.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely,

Mr. Tony Regan
Chair of the Governing Body

Role:	Headteacher	Job Category:	Leadership
Location:	Dedham Voluntary C of E Primary, Parsons Field, Dedham	Travel Required:	As necessary
Level/Salary Range:	Leadership Range TBC by individual	Position Type:	Full-time
Core Competencies	Attached separately	Additional Contractual requirements	Can be found in the School Teachers' Pay and conditions document

Job Description

ROLE AND RESPONSIBILITIES

Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation. The policies of the governing body (including its annual budget) and the instrument and articles of governance of the school.

The Headteacher, working with the governing body, senior leadership team and school staff, will provide overall strategic leadership for the school. The Head teacher will;

- Lead, develop and support the direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures
- Lead and manage teaching and learning throughout the school
- Ensure accurate school self-evaluation to inform school improvement planning
- Have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school.
- Ensure accurate school self-evaluation to inform school improvement planning.

MAIN ACCOUNTABILITIES

Management of Staff and resources

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid at that range.
- Organise and deploy resources within school.
- Lead and manage staff with proper regard for their wellbeing and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional Development

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils.
- Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including provision for absent teachers.

Communication and relationship management

Responsible for relationship management and communication with the following key groups;

- Parents - Ensuring parents are given regular information about the school curriculum, child progress and other matters affecting the school

to support a common understanding of its aims.

- Governing Body – Collaborative work and communication to ensure Governors are clear in the scope and delivery of their role and to enable a proactive and mutual working relationship. To support and guide the Governors in exercise of their functions. Annual reporting and interim staff reporting as appropriate.
- Teaching and non-teaching staff. Ensure clear information so all members of staff can carry out their professional duties effectively.
- Local Authority – Liaison and Cooperation with officers of the maintaining authority. Reporting as required to undertake function and provide information as required.
- Other educational establishments – Maintain and encourage collaborative working and knowledge share with local schools within the CCP group. Extend and develop as appropriate educational networks with other schools to benefit the school.
- Liaison with Staff unions and associations. Maintaining relationships with organisations representing teachers and other persons on the staff of the school.
- Build and develop relationships with local Parish and Church through communication and involvement in school life.

Safeguarding

Fulfill personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act Statutory Guidance and by the Local Children's Safeguarding Board. The Governing body is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Headteacher will take responsibility as the designated professional lead for Safeguarding. These responsibilities include;

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistle blowing procedures.
- Sharing information with other professionals.
- Assigning a designated professional lead for safeguarding.
- Operating safe recruitment practices.
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice.
- Establish, operate and monitor clear policies for dealing with

allegations against people who work with children.

- Liaison and communication with Safeguarding Governor.

Health, Safety and discipline

- Promote the safety and wellbeing of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.
- Ensuring all volunteers, parents, community contacts, governors and anyone that regularly comes to school undertake appropriate screening and training to ensure compliance with safeguarding guidelines.

Person Specification – Headteacher

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • If NPQH is not held alternative suitable academic and professional qualifications • Evidence of continuing professional development 	<ul style="list-style-type: none"> • If NPQH not held, to be working towards this with completion within a reasonable amount time of joining the school.
Experience	<ul style="list-style-type: none"> • Teaching Experience across the primary age range • Proven record of successful and innovative classroom teaching • Proven record of successful experience of school leadership • Excellent ICT skills and up to date IT knowledge. Ability to manipulate and interpret data 	<ul style="list-style-type: none"> • Experience in foundation stage • Liaison with external agencies and bodies • Effective IT skills
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills • A clear vision of continuing and maintaining excellence in primary education • A proven ability to raise educational standards and a commitment to high standards of achievement • Understanding of school improvement planning and subsequent budget planning • Understanding of the strategic role of the Governing Body and ability to work very effectively with Governors • Ability to strategically share 	<ul style="list-style-type: none"> • Experience of project management and dealing with finance and premises issues • Knowledge and understanding of Health and Safety Regulations, to enable effective work with Facilities Management team. • Experience of collaborative leadership and knowledge sharing with other schools in vicinity • Ability to share

	<p>leadership responsibility</p> <ul style="list-style-type: none"> • Effectively monitor and evaluate information • Ability to maintain working relationships with parents and the wider school community • Experience of Performance Management of both teaching and support staff • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire others to achieve positive results • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures 	<p>strengths and expertise in/outside of school</p>
<p>Knowledge and Skills/Teaching and Learning</p>	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • Knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • An understanding of approaches to behaviour management • Clear understanding of what 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and personal learning and development • Demonstrate a genuine belief and support of Dedham Church of England Primary motto to create “A Life Long Love of Learning”

	<p>is effective teaching and learning</p> <ul style="list-style-type: none"> • A high regard for the personal achievement of each child 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills at all levels • Be able to respect and support an active relationship with the Church of England and local Parish • Adaptable and flexible approach • Desire to promote respect between children, staff, parents and governors • A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to recognise and utilise staff strengths • Ability to build, support, motivate and work as part of a high performing team • Continuing professional development of all staff • Ability to inspire children • Ability to offer challenge where appropriate to achieve objectives 	<ul style="list-style-type: none"> • Experience of teaching within a school with an ethos of Christian learning • To ensure that the school maintains a positive relationship with parents in order to facilitate home school working in the best interests of our pupils

Recruitment and Selection Policy Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS (unless properly exempted)
 - the production of evidence of the right to work in the UK.

N.B. It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The school will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.
7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.
8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

May 2022