



Croft CofE Primary School Headteacher Candidate Information Pack



Closing Date: Monday 28th November 2022 9:00am
Interview Date: 1st & 2nd December 2022
Start Date: April 2023

W: www.dalesmat.org **E:** admin@dalesmat.org **T:** 03301 242618.

Dales Academies Trust | Blair Avenue | Ingleby Barwick | Stockton-on-Tees | TS17 5BL

Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at All Saints Academy, Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL.

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Additional documents

- Ofsted report - [Ofsted - Croft](#)
- SIAMS report - [SIAMS](#)

Welcome from the CEO, Trust Chair and LGB Chair

Dear Prospective Applicant

On behalf of the Dales Academies Trust and the Governors of Croft CofE Primary School, we would like to thank you for showing an interest in the above position.

Croft is a small primary school located in the village of Croft-on-Tees near Darlington and is situated within its own extensive grounds. It has 101 pupils plus six nursery aged children on roll. Croft is a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in its care. Croft aims to ensure that children feel safe, happy and achieve their potential as a unique individuals and as learners. Christian values are at the heart of all that the school strives to achieve.

Its most recent Ofsted inspection, in May 2022, graded the school Good (Behaviour and Attitudes Outstanding), and SIAMS inspection in March 2018 graded the school as Outstanding.

The school has been led for the past eight years by Mr Simon Robson, who is due to leave his post at the end of the Autumn term to take up the leadership of a larger local school in Richmond, which is also part of the Dales Academies Trust.

The school is currently in a very strong position with excellent staff and a highly supportive governing body. Beyond its ongoing school improvement journey, it has become part of the Trust, has established a secure financial position, provided excellent support for pupils (and their families) through the period of the pandemic and provides school to school support both within and beyond the Trust. The school is held in very high regard.

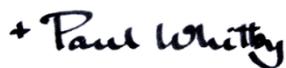
This will be a challenging, yet exciting role for a dynamic, creative, and reflective leader to take the school to the next level in its development. Committed to collaboration for the benefit of all the pupils within the school and across the wider Trust, the successful candidate will be joining a group of talented and driven MAT leaders who have the full support of the CEO and Trust Board.

Visits to the school are warmly welcomed and encouraged. Please email (recruitment@dalesmat.org) or contact the Dales Academies Trust Office on 03301242618 to make an appointment to see the school at work.

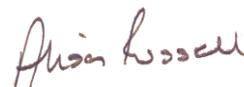
Yours sincerely,



Damian Chubb
Dales CEO



Bishop of Whitby
Chair of the Dales Trust
Board



Alison Russell
Chair of Governors



Croft Church of England Primary School Headteacher Full Time, Permanent Required for April 2023 Salary L12-L18A, £55,338 - £63,508

Croft Church of England Primary School is a popular primary school with just over 100 pupils and 13 place nursery provision. It is part of the Dales Academies Trust. Croft is a 'Good' school (Ofsted May 2022) and Outstanding (SIAMS 2018); it is located in the lovely village of Croft-on-Tees in North Yorkshire.

At Croft, our Christian Vision and values underpin all we do. We provide a happy, kind and caring environment where children can be creative and develop independence. We aim for our children to become independent, respectful citizens who have the resilience to face new challenges both now, and in the future.

The appointment

The school is entering a new phase, with exciting possibilities. We share a desire for the school and its leaders to play a full role in the further growth of the Trust, in excellence and reputation as well as potentially in size. For this reason, we are looking for a candidate who can provide evidence of leadership in making educational vision a reality, and who will join our community of outstanding mutually-supportive strategically minded practitioners, committed to the Trust's ethos and ready to continue their own professional development.

We are looking for a proven leader who will be:

- somebody who will actively live out and embed the Christian Vision and core Christian values of the school.
- a dynamic leader with a clear vision, who can inspire, support and develop the talents of pupils and staff to achieve the highest standards.
- passionate about ensuring every child achieves, to the best of their ability, through outstanding teaching & learning.
- adept in balancing appropriately the operational and strategic demands of the role.
- experienced in, and committed to, developing and nurturing collaborative partnerships both within the local community and across the wider Trust area.
- committed to the principles of appropriate accountability seen as a framework in which to achieve excellence for all.

- consistently modelling the behaviour expected from staff and pupils.
- passionate in developing a learning experience that genuinely meets the needs of all learners.
- ensuring the curriculum and learning experiences on offer are exciting, inspirational and prepare pupils for Secondary school.
- a team builder and effective communicator.
- a lifelong learner.

The school / Trust can offer:

- a working environment with a strong sense of community and moral purpose.
- happy, confident pupils who are eager to learn.
- a highly skilled, enthusiastic, dedicated staff, committed to achieving the best outcomes for their pupils, through high quality pastoral care and teaching & learning.
- a proactive and supportive Local Governing Body.
- a school with a stimulating learning environment both internally and externally
- a wide range of professional development opportunities, within the school's context and the wider Trust.
- unlimited support for school leaders in their pursuit of excellence.

The skill set we have laid out is both extensive and diverse. Impact in your current role is important but so is your educational vision and philosophy. If you feel you have the right combination of experience and vision we would be very interested to hear from you.

The successful post holder will be line managed by the CEO of Dales Academies Trust and also accountable to the Chair of the LGB.

Interested candidates can request an application pack by emailing the Trust, recruitment@dalesmat.org or alternatively can download it from the Trust website (www.dalesmat.org) Visits to the school are welcome but by appointment only, please telephone 03301242618 to arrange an appointment.

Closing date: Monday 28th November 2022, 9:00am

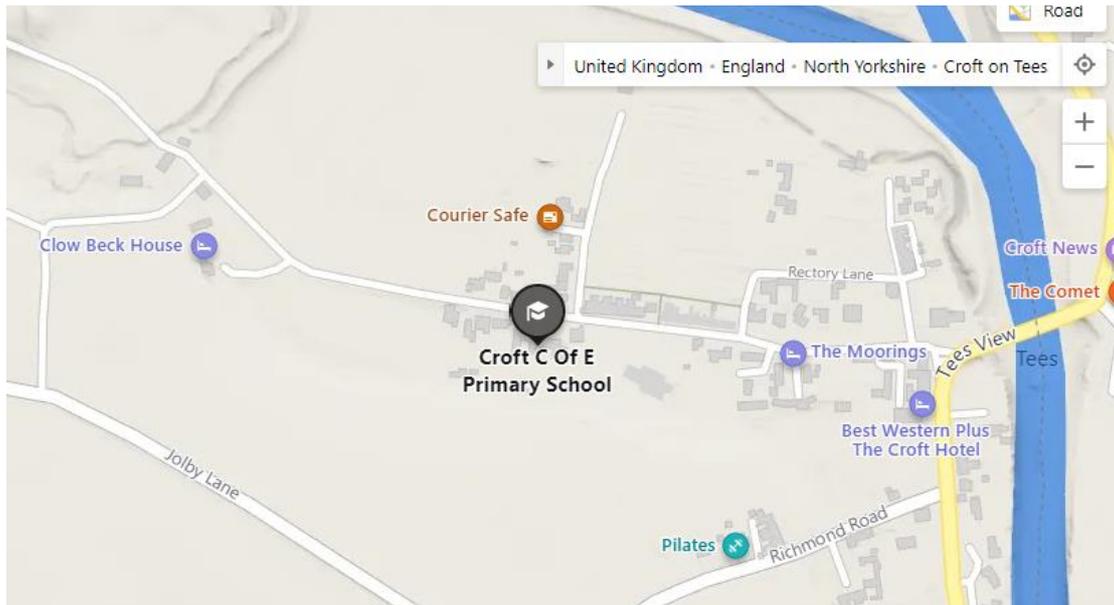
Shortlisting: 28th November 2022

Interviews to be held on: 1st & 2nd December 2022

Anticipated start date: April 2023

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

How to find us



**Croft CofE Primary School
Croft Church of England Primary School
South Parade
Croft-on-Tees
Darlington
DL2 2SP**



About Croft Church of England Primary School



Our Vision

Be happy: aspire, believe, achieve

Happiness is... the feeling you get when you help others and contribute to the world; when you work hard at something that was difficult to begin with; when you feel safe, cared for and respected; when you feel confident in your uniqueness and know where you are going.

Philippians 4:13

'I can do all things through Christ who strengthens me.'

Croft CofE Primary School is situated within its own extensive and beautiful grounds and was built in 1974, replacing the previous and adjacent Victorian school. The accommodation consists of an Early Years unit, four classrooms, an Out of School Club room, a library and a hall, which is used for morning collective worship, a dining room at lunchtime, a gymnasium and general function room.

The school has its own kitchen which is used for the preparation and serving of school meals. There are four sets of toilets with disabled facilities and two cloakrooms.

At the front of the school there is an entrance hall, adult cloakrooms, an office, Headteacher's office and a hygiene room/disabled toilet. Outside there are two large grassed playing fields and a large tarmac playground. There are two playground activity areas, one for key stage one and another for key stage two.

Digital technology is very important to us. Pupils from Year 1 to Year 6 have 1to1 access to iPads to support learning.

The most recent Ofsted inspection in May 22, graded our school as 'Good' with behaviour and attitudes as outstanding. In March 2018, SIAMS graded the school as 'Outstanding' in all areas. The school has the Inclusion Quality Mark at Level 3 and Basic Skills Quality Mark. In July 2018 Croft was awarded International School status by the British Council for the fifth time in recognition of our links with other countries. We also hold the Artsmark Gold award an Activemark for commitment to sports. We have achieved an Eco Schools Green Flag and have a BECTA Mark for ICT.

There are currently 101 children on roll + six nursery. Children attend the school from a large area; almost 50% are outside the normal catchment area. The staffing establishment is the Headteacher and 4.6 teachers full time equivalent. There is Advanced Teaching Assistant support in all classes.

We have a fantastic Early Years setting and children attend from the age of three. Children transfer at the age of 11 to Richmond, Northallerton or Hurworth (Darlington LA) Comprehensives.

There is a flourishing Friends of the School organisation, and parents/carers are actively involved in school life.

The school is a founder member of Dales Academies Trust. These are very exciting times for us in the development of the Trust. We work very closely with the other schools in Dales. The Trust Headteachers meet monthly to work together for the benefit of our children ensuring we are all driving our school improvement, for example joint moderation, development of subject leadership and joint school projects. Subject leader groups are further developing to help share expertise and support. The Trust central team support the school, taking a lead on certain areas whilst ensuring each school is unique with its individual traditions.

About Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools. To date Dales consists of the following schools:

School	Date of joining the Trust
All Saints CE Academy (Secondary)	September 2017
Trinity Academy Eppleby Forcett	<i>November 2017</i>
Trinity Academy Middleton Tyas	<i>November 2017</i>
Trinity Academy Richmond	<i>November 2017</i>
East Cowton CofE Primary School	<i>November 2017</i>
Kirkby Fleetham CofE Primary School	<i>November 2017</i>
Barton CofE Primary School	<i>December 2017</i>
Ravensworth CofE Primary School	<i>December 2017</i>
South Otterington CofE Primary School	<i>January 2018</i>
Croft CofE Primary School	<i>January 2018</i>
Ainderby Steeple CofE Primary School	<i>January 2019</i>
Thornaby CofE Primary School	<i>July 2019</i>
St Francis CofE Primary School	<i>August 2019</i>
Carnagill Community Primary School	<i>April 2020</i>

In 2021 our Trust applied for and was successful in being named as the sponsor for a new Primary Free School to be built in North Northallerton; it will open in September 2024.

Everything we do is informed by our Vision that 'Working together for excellence, and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish'.

In practice, for example, we have established a range of networks within the Trust, including the Primary Headteacher Forum, which has at its heart, a focus on self-supporting school improvement, as well as Safeguarding, Early Years, SENDCo, Mental Health groups and a Chair of Governor's Forum. In addition to this all schools continue to play an active role in partnerships beyond the Trust with settings being part of their local networks and senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan was published in January 2021; it focuses on three key areas, namely:

1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

All Trust Headteachers are actively involved in the delivery of the strategy and have within their Performance Management, a Trust objective, focused in the first instance on an area of particular interest to them that will benefit all. These have included the development of middle leadership, the promotion of rural schools as a collective, the development of school improvement capacity and staff wellbeing.

Our successes to date have been due to the focused teamwork of leaders and staff in all schools operating within an organisation that has worked hard to establish its accountability framework as a driver for excellence.

Dales is at an exciting stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website www.dalesmat.org and the Safeguarding & Child Protection Policy can be viewed via this [link](#).



JOB DESCRIPTION

Head Teacher - Croft CofE Primary School

‘Be happy: aspire, believe, achieve’

Key responsibilities and accountabilities

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Head Teacher.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Trust or School’s Local Governing Body in accordance with the requirements set out in the agreed School Teachers’ Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents, and others feel able to raise concerns and that these are addressed sensitively and effectively.

The School’s Local Governing Body wish a particular emphasis to be placed upon the following:

In the light of the school’s Church of England foundation and their commitment to sustaining and developing their Christian ethos and values, the purpose of the role of Headteacher at Croft CofE Primary School is:

1. To raise standards across the schools with particular reference to academic performance so that all pupils achieve to the very best of their ability.
2. Deliver and ensure an enriched, broad and high-quality curriculum, which delivers high standards, expectations and outcomes for all pupils.
3. Demonstrate the Christian Vision and values of the school in everyday working practice through optimistic personal behaviour, building of positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the wider community. Rooted in mutual respect, to ensure proper professional boundaries, and to treat each person as a unique individual of inherent worth.

4. Establish and promote a distinctive Christian Vision, underpinned by lived out Christian values, set in the context of the Church of England's vision for education.
5. Be responsible for working in close partnership with the Trust and Local Governing Body, stakeholders and Diocese to ensure the vision for the school is delivered.
6. To be accountable to the Trust and school's Local Governing Body on progress made against the School's Development Plan objectives, making recommendations as to future priorities and actions.
7. To establish a vision of school improvement and to lead the staff and Local Governing Body to implement, review and evaluate the impact of the School Development Plans.
8. Ensure other members of the leadership team and individuals within the school have an opportunity to and are actively encouraged to make the development of staff even more important and to develop their leadership qualities and experience.
9. To lead in the provision of and delivery of outstanding learning and teaching.
10. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
11. To develop, inspire and motivate effective teams to deliver high quality education and thereby raise standards across the school.
12. Manage the financial and human resources effectively and efficiently to achieve the schools' Christian Vision and values in line with legal requirements.

General

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The postholder must be flexible to ensure the operational needs of the schools are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work areas in the school.
3. The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the postholders responsibility to take reasonable care for their own the Health, Safety and Welfare and other employees in accordance with legislation and the school's Health and Safety policies and procedures.



HEADTEACHER PERSON SPECIFICATION

The Selection Panel will be looking for evidence to support the following criteria. When completing your application please demonstrate evidence for each of the elements below.

Please note that your application will be shortlisted based upon how well your application demonstrates you meet the person specification criteria detailed below.

KEY

A = Application	R = References	SA = Selection Activity	P = Presentation
FI = Formal Interview	E = Essential	D = Desirable	M = Meets Criterion

No.	Criteria	Sources of evidence						
		E/D	A	R	SA	P	FI	M
QUALIFICATIONS AND TRAINING								
1	Qualified Teacher Status	E	✓					
2	Honours Graduate or equivalent	E	✓					
3	NPQH qualification, or willingness to work towards this	D	✓					
4	Commitment to continuous training and further professional/academic study appropriate to the role.	E	✓					
EXPERIENCE								
5	Proven experience of successful senior leadership and management experience at Assistant Head Teacher, Deputy Head Teacher or Head Teacher level in a primary setting	E	✓	✓				
6	Successful experience of teaching in one or more primary settings	E	✓	✓				
7	Successful experience of developing and sustaining productive relationships and partnerships with a range of stakeholders	E	✓		✓	✓	✓	
8	Successful experience of leading and managing change, innovation and achieving high performance	E	✓	✓			✓	
9	Experience of drawing on best practice through effective working relationships, including with other schools and organisations, to inform school improvement and secure the best outcomes for all pupils	E	✓				✓	

No.	Criteria	Sources of evidence						
		E/D	A	R	SA	P	FI	M
	KNOWLEDGE							
10	Up-to-date knowledge and understanding of education and school systems including leading a school within a MAT	E	✓			✓		
11	A thorough knowledge of the National Curriculum, Ofsted and SIAMS frameworks	E	✓		✓			
12	The knowledge and understanding for the provision of an inclusive education that meets the needs of all pupils	E	✓	✓			✓	
	SKILLS The ability to:	E/D	A	R	SA	P	FI	M
13	Deliver outstanding provision for all pupils, taking into account, for example, local and national priorities and financial considerations	E	✓				✓	
14	Actively support and embed the Christian Vision and core Christian Values of the school	E	✓	✓	✓	✓	✓	
15	Communicate effectively, having excellent oral, written and listening skills	E	✓	✓	✓	✓	✓	
16	Motivate and empower stakeholders to meet school improvement priorities	E	✓		✓	✓	✓	
17	Think and operate strategically	E	✓		✓	✓	✓	
18	Promote community cohesion	E	✓			✓	✓	
19	Manage staff effectively, within appropriate accountability frameworks, supporting their further development and holding them to account when necessary	E	✓				✓	
20	Raise standards through implementing research informed practice	E	✓	✓	✓	✓	✓	
21	Manage the school's financial and human resources effectively and efficiently	E	✓		✓	✓	✓	
22	Establish effective teams, with distinct roles, responsibilities and accountabilities	E	✓		✓		✓	
23	Produce and implement clear, evidence based improvement plans	E	✓	✓				
24	Use of the output of internal and external accountability processes to shape school improvement strategy	E	✓				✓	
	SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE	E/D	A	R	SA	P	FI	M
25	Current knowledge on recent national and local safeguarding and child protection developments.	E	✓	✓			✓	
26	Promote safeguarding as the responsibility of everyone; ensure that the principles of safeguarding underpin school policy and practice.	E	✓		✓		✓	

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Headteacher

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with pupils as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Visits to the School

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit; we recognise that on this occasion there is a very limited timescale in which to undertake a visit. Please contact us on 03301242618 to arrange an appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within three days of the shortlisting date, you have not been successful at this stage.

References

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

Interview Process

The interview process will consist of a number of tasks and activities including a formal interview, over two days. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

Closing date: Monday 28th November 2022, 9:00AM

Shortlisting: Monday 28th November 2022

Interviews: Thursday 1st December at Croft CofE Primary School

Friday 2nd December 2022 at Bannatyne Hotel, Darlington

We very much look forward to receiving your application.