



## Headteacher Recruitment Pack



*Our Learning Our Journey Our Future*

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# Letter from our Chair of Governors

Dear Potential Candidate,

I am delighted that you are showing an interest in applying for the Headteacher post at Holy Trinity Church of England Primary School & Community Nursery.

Our school is dedicated to developing the knowledge, skills and values for pupils to enable them to live fulfilling lives as global, national citizens of the future. We care for every child and this is reflected in the ethos that you will find here. We support the development of the whole child and we aim to foster key values for life. Our school values are respect, harmony, faith and life-long learning. Our children feel happy, safe and valued. We take pride in our talented staff, who work closely with our parents and the wider community.

We are seeking an innovative and forward-looking Headteacher to build upon the strong foundations laid by our current headteacher. The successful candidate will lead our passionate, dedicated team of professionals offering a broad and exciting curriculum that encourages every child to find and fulfil their potential, both academically and beyond the classroom.

Confidence, resilience and an ability to lead with integrity is key to the role. You will be committed to encouraging personal development and can inspire others to believe in the fundamental importance and value of education in young people's lives.

The successful candidate will develop strong relationships with children, families, staff and the community and will work with a child-centred approach, encouraging every child to 'strive to be the best they can be'. In return, we offer a warm, friendly environment where everyone is a lifelong learner and professional development, research and teamwork are highly valued.

We invite you to read our application pack then come and visit our amazing school. Opportunities for a tour around the school are available on the 18th, 19th, 20th June 2024.

If you are interested and wish to have an informal conversation to discuss the role, or would like to visit the school, we would be happy to arrange this. You can contact me on 07586200242 or email [swhy@holytrinitypri.dorset.sch.uk](mailto:swhy@holytrinitypri.dorset.sch.uk)

Good luck with your application and we look forward to meeting you in the future.

Yours faithfully

Mr Seth Why  
Chair of Governors



## Our school



Our school site is surrounded by a boundary of woodland trees just off the main road from Weymouth to Portland, situated close to the town and the harbourside within walking distance of Holy Trinity Church. The school is a large primary school, with extensive facilities including a heated, outdoor swimming pool, forest school grounds, inspiring Nursery and Reception outdoor learning environments.



The school is a member of the Chesil Collaboration of schools, which consists of 7 Dorset Local Authority maintained primary schools. The overarching aim is to demonstrate commitment to a sustained long-term partnership whilst recognising each organisation's uniqueness and individuality. This is done in a clear and transparent manner and following key principles of trust, support, supervision (of each other) and confidentiality.

The partnership is committed to working collaboratively to provide opportunities that will drive change and improvement. By facilitating the sharing of best practice and resources, the educational experience for pupils is enhanced while benefiting families and the wider community.

All members accept and embrace their professional responsibility to care for every child and young person within the partnership. They are open to change, treating all within the partnership community with dignity and respect at all times.

Members encourage a range of activities within the partnership around 4 priority areas – teaching, curriculum, leadership, and school improvement – to deliver high impact outcomes for the benefit of pupils and staff. The collaboration actively seek the highest quality of expertise and the best practice nationally and values, respects and maintains each school's distinctive ethos and identity.



# Our Christian Vision

We are a Christian school where pupils and adults know that they are **loved by God**.

Our **Christian values** permeate all we are, and all we do – made possible by **God's love** for us.

God wants the very best for His children so that they **flourish**.

This belief empowers us to have **high aspirations** and **ambitions** for every adult and pupil in our school.

Our values sustain us on our **journey** through life. When times are difficult we are reminded that **God is with us**.

We are dedicated to developing the **values** of **Faith, Harmony, Respect** and **Life-Long Learning** to equip us **all** to live **fulfilling lives**.

# Our Christian Values

Through our journey of life, we strive to follow the values of:

## Faith

Faith can move mountains.

**Matthew 17:20**

## Harmony

Live in harmony with one another, be sympathetic, love brothers, be compassionate and humble.

**1 Peter 3:8**

## Respect

Do to others as you would have them do unto you.

**Luke 6:31**

## Life-Long Learning

I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you.

**Psalms 23:8**

# Information about our school

Number of children on roll:	512
Age range of children:	2—11 years old
Number of classes:	19
Last Ofsted rating:	“Good” March 2024
Last SIAMS rating:	“Good” March 2017
Link to website:	<a href="https://holytrinitypri.dorset.sch.uk">https://holytrinitypri.dorset.sch.uk</a>

## Contextual information:

As of May 2024

Boys / Girls	49% / 51%
SEN Register	25.7%
EHCP	4%
EAL	7.2%
Pupil Premium	37.9%
FSM entitled	34.6%
Attendance	94.8%

## KS2 July 2023

### Expected standard

KS2	HTP	National	Dorset
RWM	68%	59%	54%
Reading	71%	73%	73%
Writing	82%	71%	67%
Maths	84%	73%	68%
EGPS	89%	72%	69%

### GDS

KS2	HTP	National	Dorset
RWM	15%	8%	8%
Reading	33%	29%	30%
Writing	19%	13%	13%
Maths	31%	24%	20%
EGPS	40%	25%	20%

## Our Curriculum

Our curriculum is designed and linked together with our school mission statement and narrative at its heart. We strive to ensure that everything that the children do in school is linked to the core values that we aim to instil in the children who attend our wonderful school. Our curriculum is designed around three key pillars which are the golden thread of our curriculum offer: Learning. Journey. Future.

The emphasis of Learning at our school is apparent in the sequence, coherence and structure of our curriculum. The experiences and opportunities that all children are a part of provide them with moments of reflectiveness and awe and wonder.

We have designed our curriculum to capitalise on and celebrate all our local environment has to offer. This includes learning centred around the Jurassic Coast (an area of outstanding natural beauty); Sailing at the world-renowned Weymouth & Portland National Sailing Academy as part of our PE offer and trips to the Tank Museum, the Sea Life Centre in order to appreciate and be proud of our local area. However, our curriculum is also designed to reach beyond the closeness of this community and to give our pupils experiences and knowledge about life 'over the ridgeway'.



We also aim for our pupils to experience and have knowledge of the world beyond their immediate location. For example, our pupils learn about the lives of significant individuals who have contributed to national and international achievements.

Many of our educational visits are chosen to add to our pupils' 'cultural capital'. As part of our 'Enrichment Offer at Holy Trinity Primary School', we commit the school to giving our pupils experiences such as visiting a museum, learning how to play a musical instrument or visiting RSPB Arne (nature reserve).

Content is taught systematically, so that progression within our curriculum is clear and so that children can link their learning together as they Journey through the school.



We are a school that is dedicated to developing the knowledge, skills and values of pupils with the goal to enable them to live fulfilling lives as global, national citizens of the Future. Our pupils are encouraged to take on responsibilities such as Sports Leaders and School Councillors. They learn to work together and to support each other and have a strong pupil voice.

Our high aspirations and expectations allow our children to believe in themselves, take risks and learn from mistakes and successes. We aim to develop Life-Long Learners who Respect themselves and our environment; work and live in Harmony with others with a strong sense of Faith guiding their Future life decisions.



# Headteacher Job Description

**Post Title:** Headteacher (full time)

**Responsible to:** The Governance Board of Holy Trinity Church of England Primary School & Community Nursery

**Responsible for:** All staff, volunteers and children within the school

**Main Purpose:** To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and are built upon The Headteachers' Standards (2020) and the Teachers' Standards (2011).

## **Ethics and professional conduct**

The Headteacher will demonstrate consistently high standards of principles and professional conduct. The Head teacher will uphold and demonstrate the seven Nolan principles of public life.

- The Headteacher will uphold public trust in school leadership and maintain high standards of ethics and behaviour.

Both within and outside school, Headteacher will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values<sup>1</sup>, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As a leader of the school community and profession, the Headteacher will:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with the influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

## **School culture**

The Headteacher will:

- establish and sustain the school's Christian vision, values, ethos and strategic direction in partnership with those responsible for governance and through consultation with the Governance Board, the Local Authority, the Diocese of Salisbury and other leaders and the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

## **Teaching**

The Headteacher will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

## **Curriculum and assessment**

The Headteacher will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

## **Behaviour**

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

## **Additional and special educational needs and disabilities**

The Headteacher will:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

## **Professional development**

The Headteacher will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning appropriate for Church school leadership

## **Organisational management**

The Headteacher will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

## **Continuous school improvement**

The Headteacher will:

- work with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders to create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.
- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## **Working in partnership**

The Headteacher will:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## **Governance and accountability**

With the school's values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups, in particular: pupils, parents, carers, Governors, the Diocese of Salisbury and the Local Authority.

The Headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This job description outlines the key responsibilities for the role of Headteacher and it may be necessary to undertake additional duties as the governing body may require. This job description will be reviewed at least annually as part of the Headteacher's Performance Management programme.

## Person Specification

Criteria	Qualities
Qualifications knowledge and experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree.</li> <li>• A commitment to upholding and maintaining the distinctive Christian ethos of the school.</li> <li>• Experience of working with/teaching in Early Years/ KS1/ KS2 pupils and staff.</li> <li>• Recent successful leadership experience as a Headteacher, Deputy Headteacher, Assistant Headteacher or School Improvement Lead.</li> <li>• Involvement in school self-evaluation and development planning.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Successful leadership within a Church School setting and experience and understanding of SIAMS</li> <li>• National professional qualification for headship (NPQH).</li> <li>• Experience of leading safeguarding in school.</li> <li>• Demonstrable experience of successful line management and staff development.</li> <li>• Proven experience of meeting the School Financial Value Standard.</li> </ul>
Skills and knowledge	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses.</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve.</li> <li>• Understanding of school finances and financial management.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships.</li> </ul>
School culture	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to articulate a clear vision for the future and provide strategic direction for staff, pupils and the community.</li> <li>• Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.</li> <li>• Upholds ambitious educational standards for all pupils.</li> <li>• Demonstrates commitment to principles of diversity, inclusion and equality.</li> </ul>

Criteria	Qualities
<b>Personal qualities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times.</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li><li>• Ability to work under pressure and prioritise effectively.</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li><li>• Be approachable at all times.</li></ul>

## Our pupils want you to know

We asked our pupils what they thought, here is what they would like you to know about them...

- We are all different and we have different styles of learning.
- If something is hard, we persevere until we get it.
- We have different personalities. Some of us are kind, some of us are funny!
- We are happy and we love our school. It is the best.
- We are responsible, and we take our responsibilities seriously.
- We have lots of ideas. We want to make a difference.
- We follow the school values and we respect other people's views.
- We work and play in harmony because it is better and happier for everyone.
- We learn how to make good friendships.
- We are creative, approachable, talkative, generous, caring, friendly, and we don't bite!

...and here are the qualities they'd like to see in their new Headteacher...

- Kind and understanding, but can put their foot down if needed! Not shouty, speaks calmly.
- Someone who will listen to what we have to say and to our ideas.
- A little bit funny, but can keep control.
- Fair and balanced when making decisions
- Someone who is interested in children and who likes them – not a Miss Trunchball!
- Approachable, understanding, patient, positive and joyful.
- Follows our school values, is respectful and is respected by everyone.
- Works in harmony with everyone, has faith in each student and has faith in themselves.
- Seen around the school, so we know they are there.
- Is comforting, calm, honest and truthful.
- Will interact with students when they see them around, and communicate well.
- Is always calm, and when things go wrong, they will be in the situation to help out.
- A problem solver who makes things right.



## Our staff views

The individual we seek possesses a rare combination of leadership prowess and empathetic understanding. They are not just a headteacher but a beacon of guidance and support for all within our school community.

We want a headteacher who is

- vital to our school's continued success, fostering an environment where every member feels valued and supported.
- visible but not overbearing: Fosters strong relationships with pupils, parents and staff.
- approachable and available to all
- determined to value individual progress and learning with a child centred approach
- able to lead strategic planning and school development
- a strong communicator who is open to collaboration
- knowledgeable of the school's context and the local area
- systematic in implementing school changes
- able to value staff strengths and support areas of weakness
- enthusiastic when leading whole-school events and services

Together, we will build a brighter future for our children and community.



## How to apply

<b>Job Title:</b>	Headteacher
<b>Local Authority:</b>	Dorset Council
<b>Responsible to:</b>	The Governance Board of the school
<b>Responsible for:</b>	All staff, pupils and volunteers within the school.
<b>Location:</b>	Cross Road, Weymouth, Dorset DT4 9QX
<b>Salary Range:</b>	ISR L18—L24
<b>Contract Type:</b>	Full-time, permanent
<b>Visiting the school:</b>	Please contact Mr Seth Why to arrange to visit
<b>Closing Date for Applications:</b>	Monday 2nd September 2024 (09:00)
<b>Interview Dates:</b>	Wednesday 11th and Thursday 12th September 2024
<b>Start Date:</b>	1st January 2025

For further information or to arrange a visit please contact:

Chair of Governors: Mr Seth Why

Telephone: 07586200242 or email: [swhy@holytrinitypri.dorset.sch.uk](mailto:swhy@holytrinitypri.dorset.sch.uk)

Holy Trinity Church of England Primary School & Community Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidates will be required to undertake an enhanced Disclosure and Barring Service Check in line with the Governments safer recruitment guidelines.

Holy Trinity Church of England Primary School and Community Nursery values the diversity of our workforce and welcomes applications from all sectors of the community.

To apply, please complete the application form and email to [swhy@holytrinitypri.dorset.sch.uk](mailto:swhy@holytrinitypri.dorset.sch.uk)

# Where to find our school

Cross Road, Weymouth, Dorset DT4 9QX

01305 783200

[office@holytrinitypri.dorset.sch.uk](mailto:office@holytrinitypri.dorset.sch.uk)

[www.holytrinitypri.dorset.sch.uk](http://www.holytrinitypri.dorset.sch.uk)

Our school is accessed from Cross Road, opposite Cross Road Surgery.

When entering the school drive, visitors should press the button to speak to office staff who will enable you to enter the site. Please drive in and turn left into the top car park and use a visitor parking space immediately on your right. To walk down to the school, please use the pedestrian walkway on the far side of the car park .

We look forward to welcoming you!

