Dorney Primary School



Job Title : Head Teacher

JOB APPLICATION PACK

The Little Village School with a Big Heart

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How to apply:

Please download an application form from our website and send your completed form to:

Miss Louise Pulford

Dorney Primary School

Harcourt Road

Dorney School

Buckinghamshire

SL6 0DY

Or email to office@dorneyschool.co.uk

https://www.dorneyschool.co.uk/vacancies

Please note we do not accept CVs

Closing Date: 23dr Nov 26

Interviews: 4th Dec 26

It is the normal practice for references to be obtained before any formal interview.

Dorney Primary School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

Exec Headteacher Letter

Dear Prospective Candidate,

Thank you for your interest in the position of Headteacher at our school. As Executive Headteacher, I am delighted to introduce you to a school community that is proud of its inclusive ethos, strong relationships and unwavering commitment to ensuring that every child feels valued, supported and able to thrive. Dorney is a one-form entry primary school where every child is known as an individual and where a genuine sense of belonging is at the heart of everything we do for pupils and staff alike.
Our school motto, **"Respect, Collaborate and Grow,"** reflects the values that guide our daily work. We strive to create an environment where pupils, staff, families and governors work together with mutual respect, embracing opportunities and challenges to learn from one another and continually develop. Inclusion is not simply an aspiration; it is embedded in our culture and shapes the way we nurture, challenge and support every member of our community.

We are fortunate to have a dedicated and highly committed staff team who work tirelessly to provide the very best opportunities for our children. Their professionalism, care and enthusiasm are matched by the positivity, kindness and eagerness to learn demonstrated by our pupils. Together, they create a vibrant and welcoming school environment where individual success and progress are celebrated and everyone is encouraged to reach their full potential at that point in time.

As part of a **Multi-Academy Trust**, our school also benefits from the strength of being within a wider family of schools. Collaboration across the Trust provides access to extensive professional expertise, leadership support, high-quality professional development and shared resources. This collective approach ensures that staff and leaders are well supported and enables us to continually enhance the educational experiences and opportunities available to our pupils and the CPD offered to staff. While Dorney School values its unique identity and place within the local community, it also benefits greatly from the guidance, challenge, investment and partnership that come from being part of a successful Trust.

Exec Headteacher Letter

We are fortunate to be part of a supportive and engaged local community. Strong partnerships with parents, local organisations, charities, businesses, faith groups and community services enrich the experiences we offer our children. These collaborations provide valuable opportunities for pupils to develop their understanding of the wider world, contribute positively to their community and grow into informed, responsible citizens. Through these partnerships, our children learn the importance of participation, empathy, civic responsibility and making a positive difference to the lives of others.

At the heart of our school is a belief in mutual respect, kindness and service to others. We actively encourage our children to look beyond themselves, appreciate different perspectives and recognise the value of contributing to the wellbeing of those around them. Guided by our motto, "*Respect, Collaborate and Grow,*" we foster a culture where everyone is treated with dignity and where acts of service, compassion and teamwork are celebrated. We believe that placing service above self helps children develop not only as successful learners but also as thoughtful, responsible citizens who are equipped to make a positive contribution to society.

As we look to appoint our next Headteacher, we are seeking an inspirational leader who shares our values and vision. We want someone who will build upon our strengths, champion inclusion and continue to foster a culture where children and adults alike feel respected, supported and empowered to grow. This is an exciting opportunity to lead a school with a strong sense of community, committed staff, engaged governors, supportive Trust partners and wonderful children who are proud of their school.

If you are a leader who believes in the power of collaboration, values strong relationships and is passionate about creating the very best outcomes for all children, we would be delighted to hear from you. You will join a school where dedicated staff, supportive families, committed governors, Trust colleagues, community partners and happy, positive children create the ideal conditions for a successful school journey.

Exec Headteacher Letter

We look forward to welcoming applications from candidates who are excited by the opportunity to join our school and lead the next stage of its development, with a Trust that will invest in your personal development as a leader.

Yours sincerely,
Dr Gillespie

BENEFITS OF WORKING AT DPS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- A school dedicated to managing workload to provide a work/life balance
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Paid leave for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking
- Free tea/coffee for all staff

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management

JOB DESCRIPTION

Role of the Headteacher

To provide, through effective collaboration and respectful relationships, dynamic and inspirational leadership to ensure that every child is able to fulfil their true potential and grow to be confident and positive contributors to society.

Responsible to: The Governing Body of Dorney School and the Trustees of the Beeches Learning and Development Trust

Primary Purpose of the role:

1. To develop the vision with Governors and Trustees and provide leadership to the school to ensure it becomes a reality.
2. To ensure the achievement of excellent educational standards through the promotion of Responsible Learning to secure progress for all students.
3. To promote and safeguard the welfare of children.

Job Description

- At our school the following areas have been highlighted as being of particular importance:

Ethos and Vision

JOB DESCRIPTION

- To lead, motivate and inspire staff; promoting the development of team work and collective responsibility to drive the school forward.
- Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To promote the positive ethos which reflects a commitment to high achievement, effective learning environment and good relationships.
- Ensure that the schools vision, school improvement plan and the self-evaluation process are clearly articulated, shared, understood and acted upon.
- Demonstrate the vision and values of the school in every day work and practice and especially when implementing change and improvements in standards.
- Ensure monitoring of action plans and other policy developments are effectively implemented.

Leading Learning and Teaching

- Ensure that governors, staff, students and parents understand the principles of Responsible Learning
- Work with senior staff to design programmes of CPD to promote Responsible Learning in order to secure progress for all students and professional development for staff
- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement and progress and good behaviour and discipline, which enables teachers to meet the standards set out in the professional development framework.

- Determine, organise and implement the curriculum and its assessment and monitor and evaluate them in order to identify and act upon areas for improvement with targeted and effective interventions.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement.

Managing the Organisation

- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, safeguarding and health and safety utilising the policies and protocols of the Trust.
- Ensure there is effective day to day organisation and running of the school.
- Create an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively.
- Produce and implement clear evidence based improvement plans and policies for the development of the school and its facilities.
- Lead and manage the school's annual planning, monitoring, budgeting and evaluation procedures in partnership with the bursar, governors and Trustees.
- Manage staff and their workload appropriately to achieve the vision and needs of the school whist enabling them to maintain a work life balance.

JOB DESCRIPTION

Securing Accountability

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding and celebrate success.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Body, Trustees and appropriate agencies to ensure the school meets its responsibilities.

Strengthening Community

- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Ensure learning experiences for pupils are linked into and integrated within the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools' and promoting innovative initiatives.
- Ensure that the successes of staff and students are noticed, celebrated and publicised in the community

PERSON SPECIFICATION

The person specification set out below shows the key abilities and skills required for this position.

The selection panel will assess each candidate against the criteria listed below expecting each candidate to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.

E= essential

D = desirable

Competency			E/D
Qualifications and Professional Development	1.1	Qualified to degree level or equivalent.	E
	1.2	Qualified teacher status.	E
	1.3	Holds or is studying for the National Professional Qualification for Headship which has developed their practice.	D
	1.4	Evidence of proactive continued professional development.	E
Experience	2.1	Significant experience as a member of a Senior Leadership Team or as a Headteacher	E
	2.2	Demonstrate a history of innovative teaching that inspires learning to secure outstanding student progress	E
	2.3	Innovative development of the curriculum to cultivate learning opportunities outside of the classroom and school that inspire students	E
	2.4	Demonstrate a clear understanding of primary and EYFS education.	E
	2.5	Experience and evidence of recent and successful senior leadership and management experience within the primary sector.	E
	2.6	Experience of involvement in school improvement planning, including its implementation, monitoring and evaluation, with emphasis on identifying areas for improvement.	E
	2.7	Expertise in curriculum development in the primary sector.	E
		Experience of working in partnership with the governing body.	D
		Effective team building and management experience and use of distributed team leadership.	

PERSON SPECIFICATION

Knowledge, Skills and Abilities	3.1	Ability to establish, develop and promote a positive school ethos with a strong focus on high achievement.	E
	3.2	Ability to analyse data, to evaluate performance and plan appropriate courses of action for effective intervention & improvement.	E
	3.3	Set and track SMART challenging targets to enable each pupil to achieve their full potential at that moment in time.	E
	3.4	Able to inspire, motivate and develop the whole staff team through clear and effective communication.	E
	3.5	Ability to develop and sustain effective teams in building good relationships and welcoming accountability.	E
	3.6	An ability to identify professional development needs of all staff through performance management, CPD and support to secure lasting improvement in their professional practice.	E
	3.7	Understanding and interpretation of current educational legislation and its impact on schools.	E
	3.8	The ability to use ICT as a management tool.	D
	3.9	Understanding and experience of personnel issues, policies and procedures.	D
	3.10	Ability to demonstrate competence in finance and resource management.	D
	3.11	Experience of promoting the school within the community.	D
	3.12	Knowledge of managing premises and planning improvements (including Health and Safety).	
		Has an interest in developing Growth Mindsets and applying the principles of Visible Learning (Responsible Learning)	

PERSON SPECIFICATION

Personal Qualities	4.1	Passionate about Teaching and Learning and the development of all young people	E
	4.2	Able to create and communicate a shared vision and strategic plan which inspires and motivates.	E
	4.3	Excellent interpersonal and communication skills.	E
	4.4	The ability to articulate a clear philosophy of primary education and its development within the school.	E
	4.5	An inspiring leader and motivator who embraces challenge positively and builds upon success.	E
	4.6	Have a positive and pro-active approach to challenge and change.	E
	4.7	Have an understanding of children with special educational needs with a commitment to a culture of inclusion, diversity and access.	
	4.8	Demonstrates commitment to safeguarding and promoting the welfare of children.	E
	4.9	Evidence of the ability to be creative and innovative in teaching, learning and in leading change.	D
		Someone who recognises when, and is not afraid, to seek advice and ask for help before acting	

PROFESSIONAL COMPETENCIES GRID

Describe briefly your professional competence in each of the following areas.
You are not expected to have developed experience and skills in all of these areas.
It is acceptable to use the same example in different sections although your response would be targeted to the specific criterion in each case.
Please be honest in your self-assessment and provide evidence of impact where possible.
0-1=no/limited experience 2-3= area for further development 4-5 = good knowledge/area of expertise

Skills / Experience	Competence 0-5	Evidence (max 100 words per answer)
Leading Teaching and Learning		
Leading a team		
Contributing to the strategic vision of your school		
Contributing to whole school self-evaluation		
Target setting and academic monitoring		
Supporting and promoting the school ethos & culture		
Delivering Continuous Professional Development (CPD)		
Leading a successful project / initiative		
Recruitment of staff		
Performance Management		
Developing others		
Pastoral support		
Safeguarding		
Securing value for money		
Any other skills/ experience (max 200 words).		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form which you can download from our website under the vacancy details:

https://www.dorneyschool.co.uk/vacancies

Completed applications should be sent to **office@dorneyschool.co.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs. Detailed letters of application are not required and if provided will not be reviewed.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to research applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

https://www.dorneyschool.co.uk/vacancies

Please find below the link to our vacancies page on our website where you can download our application form for completion.

https://www.dorneyschool.co.uk/vacancies

Please find below the link to our policies page on our website where you will find our Child Protection policy and Recruitment of ex-offenders policy.

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https://www.dorneyschool.co.uk/policies

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Mrs Lee