



Diocese of Norwich
Education and
Academies Trust

Kessingland Church of England Primary Academy

Kessingland Church of England Primary Academy
Field Lane
Kessingland
Lowestoft
NR33 7QA



Recruitment Pack



Contents

Welcome to Kessingland Church of England Primary Academy	3
Our Aims & Values	4
Letter from the CEO of the Diocese of Norwich Education and Academies Trust	5
Letter from the Chair of the Local Governing Body	6
Letter from the Current Head Teacher	8
The Diocese of Norwich Education and Academies Trust (DNEAT)	9
DNEAT Model of Learning-Centred Leadership	12
About the Areas	15
Getting in Touch	16
Advert	17
Job Description	19
Person Specification	25



Welcome to Kessingland Church of England Primary Academy

Welcome to Kessingland Church of England Primary Academy. The school is located just south of Lowestoft in Suffolk and currently has 228 pupils on roll. Kessingland Church of England Primary Academy joined the Diocese of Norwich Education and Academies Trust in 2014 and serves a community that has a high level of deprivation who work tirelessly to make Kessingland a wonderful place to be part of.

We are a welcoming, inclusive primary school, whose Christian principles are at the heart of all we do. Together we aim to foster our core values of: Respect, Responsibility, Perseverance, Aspiration and Compassion. We believe these are things we can all identify with, regardless of our faith or backgrounds.

We are committed to working in partnership with families and the local community to make every child's time with us a positive one. Through this joint commitment, we can nurture and support all within our care and show our children that by striving to be the best we can be, wonderful things can happen.





Our Aims & Values

**“Be the best you can be”
“Live life in all its fullness” (John 10:10)**

We align our school vision with that of the Church of England. The vision is deeply Christian, and a ‘[life in all its fullness](#).’ We believe that each learner is created by God and is unique and special. Our vision is rooted in the idea that everyone is a child of God and should be supported and encouraged to flourish and reach their full potential.

The parable of ‘The Good Shepherd’ is the foundation for our vision. Just as the Good Shepherd knows and LOVES each of his flock, we want to know each of our children and their unique and individual qualities showing RESPECT and COMPASSION. Like the Good Shepherd, we ensure each of our flock reach the best pastures where they are able to ‘Thrive’. Just as the Good Shepherd PERSEVERED to look for his ‘Lost Sheep’ we aim to nurture and support those who may find things difficult and share together when we achieve great things.

As staff, parents and governors we have a RESPONSIBILITY to be loving role models and like the Good Shepherd reassuring and protecting our children to feel safe, have high ASPIRATIONS and flourish as individuals in our school community and beyond. With this in mind we want our children, staff and families to ‘[be the best they can be](#)’ and live ‘[life in all its fullness](#)’ (John 10:10)

- Life in all its fullness through positive and loving relationships with compassion and respect for ourselves and others;
- Life in all its fullness through persevering and growing as learners;
- Life in all its fullness through a knowledge rich curriculum with high aspirations;
- Life in all its fullness through a sense of community and responsibility;
- Life in all its fullness through spiritual development.

Our vision is brought to life in our school through our Christian values of Respect, Responsibility, Compassion, Perseverance and Aspiration.



Letter from CEO of the Diocese of Norwich Education and Academies Trust

Dear Prospective Kessingland Headteacher,

Thank you for your interest in this role. Kessingland is a successful and popular school situated in Suffolk. It works extremely hard, and successfully, to provide a rich and rigorous education for the children and their community.

The Diocese of Norwich Education and Academies Trust (DNEAT) is one of the two Diocesan Trusts within in the Diocese of Norwich. We now comprise of 42 academies which makes us one of the largest Trusts in the region and nationally.

Our Trust vision is based upon Proverbs 24: 3 – 24: 4 (ESV); *By wisdom a house is built; and by understanding it is established: By knowledge the rooms are filled with all precious and pleasant riches.* This inspires us to work collaboratively with our schools to ‘build the house.’ We have an excellent record of working with our Headteachers to improve schools and over the last six years the proportion of our schools that are good or better has risen from 53% to 92%. We’ve also worked hard to improve pupil outcomes and the key measure of KS2 combined is now above the Norfolk average, and closing with the national average year on year.

The support we provide is based upon learning centred leadership, which means collaboration is built in to all that we do. Headteachers meet termly, with others in their region, to decide priorities and allocate additional school improvement spending. This process is led by one of our Academies Group Executive Principals (AGEP), who provides ongoing support and challenge to each Headteacher so they can achieve what we all want for our children and communities.

We believe our vision has supported us through the good times and those that are more challenging. Our values, are our guiding stars. We are a strong Trust of schools, with real buy in and mutual support, that means we are a great place to work.

We would be delighted to speak to anybody interested in the role. I do hope you will consider taking an application forward.

Yours sincerely,



Oliver Burwood





Letter from the Chair of the Academy Local Governing Body

Dear Applicant,

On behalf of the pupils, parents, staff and governors, I would like to thank you for your interest in applying for the post of Headteacher at Kessingland Church of England Primary Academy.

We believe whole heartedly in the individual and we believe that each learner is created by God and is unique and special. Our vision is rooted in the idea that everyone as a child of God should be supported and encouraged to flourish and reach their full potential. This manifests itself in the schools' main aims to 'be the best you can be' and to 'live life in all its fullness' (John 10:10). The staff are actively supported by the DNEAT Multi Academy Trust, which provide training, advice and meticulously structured career development.

The school has been graded as Good by Ofsted (Dec 2019) and SIAMS (2016, with outstanding leadership). We strive to appoint a leader who can demonstrate the operational and strategic qualities required to drive the school to be outstanding in all areas.

As a local governing board, we share a universal vision that endeavours to ensure that our school is a happy and secure environment, where everyone is valued and encouraged to develop to their true potential. We look forward to receiving applications for the vacant post of Headteacher from candidates who are willing to share this vision with us.

Mrs Jenny Snowdon
Chair of Governors





Letter from the Current Headteacher

Dear Headteacher applicant,

On behalf of the pupils, parents, staff and governors, I would like to thank you for your interest in applying for the post of our Headteacher.

I have had the privilege of being the Headteacher for the past 9 years and it has been an absolute pleasure to work with such a wonderful school community. Kessingland Church of England Primary Academy has been a DNEAT school since 2014 and at the time of joining, it was a school that had just received a 'Special Measures' judgement by Ofsted. Since then, the school has been on an incredible improvement journey and it is now judged to be a 'Good' school after its latest Ofsted and SIAMs visits. Leadership was also judged to be 'Outstanding' during the SIAMs visit.

Academic standards have continued to improve and so has the curriculum and range of clubs and opportunities on offer. The school has established fabulous partnerships with both St Edmunds Church and Kessingland Parish Council and both help to support the school to enrich its curriculum offer. The Parish Council also annually commits to giving the school a significant amount of funding to ensure that we can continue to offer a curriculum that is both ambitious and memorable. The Friends of the School also bring much to the school. It has a very active membership and organises a number of events for our pupils and families to enjoy, whilst raising significant funds for the school.

The school currently holds a number of additional awards in recognition for the support it gives to the pupils and the curriculum on offer. These include: ArtsMark Gold, SportsMark Gold, Music Mark and the Support for Young Carers Gold Award. However, I am most proud of our Inclusion Quality Mark, Centre of Excellence Award. Fewer than 250 schools have achieved this status.

Our school is a very special place to work. The staff team are extremely committed and hard-working and our children are amazing young people. The majority of our staff have grown into their role through our 'growing our own' culture and I am delighted that some of our staff are now supporting the Trust in doing the same in other schools, in their role as Learning Centred Leaders.



Letter from the Current Headteacher

The Headteachers within our Trust are all very supportive of one another and very much work as one family. Although schools are located within three different regions, collaboration permeates throughout the Trust. This is further supported through the work of the Academy Group Executive Principals and Central Leadership Team.

I have thoroughly enjoyed my time as Headteacher of Kessingland Church of England Primary Academy and I am going to greatly miss everyone involved with the school. I strongly encourage you to visit the school so that you can see the school in action and see first-hand what a wonderful opportunity this is. I particularly enjoy showing visitors around our lovely school and I look forward to welcoming you very soon.

Kind regards,

Adrian Crossland

Headteacher





Together we are DNEAT)

Our Trust Values	Our Trust Vision		Trust Change Priorities
Kindness	<p><i>By wisdom a house is <u>built</u>; and by understanding it is established: By knowledge the rooms are filled with all precious and pleasant riches</i></p> <p>Proverbs 24:3 – 24:4 (ESV)</p>		SCHOOLS AND CHILDREN: changes to support the ongoing improvement of the Trust's academies
Community			PEOPLE: changes to support the development of the Trust's most valuable resource, its staff
Courage			TRUST: changes to support the ongoing development and growth of the Trust and ensure it is well resourced
Wisdom			SEND: changes to support the development of SEND provision and outcomes

Our Values: These are the 'guiding stars' for all we do as a Trust of schools.

Vision: The Trust aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The Trust is driven by the moral purpose of making a significant difference to the outcomes of young people in order to best prepare them for their next stage of education and adult life. The Trust is focused on transforming young people's lives and therefore life chances by providing the perfect balance between excellent education and uncompromising pastoral care.

The Trust seeks to develop with its academies 'a system of continuous improvement and innovation that is simultaneously bottom-up, top-down and sideways' and through which it 'cultivates a culture of purposeful learning that is neither tightly controlled nor too loose' (Michael Fullen).

DNEAT is not simply a holding body for a series of largely autonomous units. Instead it creates opportunities for academies to learn from and support each other through: shared purpose, shared leadership, shared systems, shared resources and shared accountability. DNEAT enables individual academies to work together in order to Promote and sustain a culture of high expectation, rapid improvement and interdependency.

DNEAT ensures that:

- Autonomy does not lead to isolation
- Diversity does not become a barrier to collaboration
- Accountability does not rely exclusively upon regulation

We are part of this family of academies.



Trust Benefits for Schools

Quality and Accountability

- Academies Group Executive Principal (AGEP) and Academies Executive Principal (AEP) bespoke support and challenge
- Moderation of Headteacher Performance management outcomes and recommendations for progression
- Termly, quality assured Academy Improvement Reviews (AIRs)
- Curriculum reviews and peer SEND reviews
- Quality assurance of local governing body function
- Quality assurance of learning centred leaders (LCLs) – DfE designated SLEs - including talent identification, deployment and impact
- Statements of action - identifying Trust support for schools in difficulty
- Quality assurance of AGEP/AEP and associate work
- Sharing best practice visits within and beyond the Trust
- Team around a school – bringing school improvement and operational support to bear on vulnerable schools
- Records of visit to track incremental improvement
- School Development Partner bespoke support and challenge for associate schools and those with academy orders

Improvement and Development

- Access to DNEAT ‘tools’/formats (Single Change Plan, Strategic Operational Overview, Headteacher’s report/SEF/performance management/target setting/pupil progress meetings/PiXL)
- Regular Ofsted updates from trained inspectors
- Ofsted/SIAMS support before, during and after inspection
- Comprehensive Joint Practice Development programme (approx. 100 events) - a suite of core and optional training and development opportunities including:
 - Moderation of work EYFS/Y2/Y6
 - Senior leader networks (heads, SENDCOs, subject leads, early years leads)
 - Ambassador networks – using external subject experts to upskill subject leads and develop shared curriculum and assessment resources
 - Annual Trust Wide CPD day/event
 - Bespoke Trust wide opportunities
- Access to school-to-school support
- Career pathway entitlement and progression within the trust
- Headteacher Regional Alliances (HRAs) with regional school improvement budget
- Externally commissioned Trust wide assessments (PiXL)
- Brokered support from external partners e.g. HfL Education/VNET/Boleyn Trust/JTSH
- External trust relationships e.g. DCAT/DSAT/Vantage/St Benet’s/DEMAT/Norfolk CC/UEA
- Assessment and data analysis support via Data Lead



Trust Governance

- Ensuring compliance with recognised governance practices and frameworks
- Development and dissemination of Trust Core Policies
- Clerking support and quality assurance
- Support of Trustee recruitment and succession planning
- Appointment of Transition Boards where significant challenges as defined by the Scheme of Delegation result in too little assurance of effective governance
- Facilitating Academy Improvement Reviews (AIRs) – clear line of sight between Trustees and Governors
- Maintaining GovernorHub as a resource and a repository for the MAT and training governance colleagues
- Trustees provide detailed scrutiny of and are accountable for school performance in all aspects – academic performance, financial, safeguarding etc.

Local Governance:

- As above, plus;
- Annual timetable of meetings and resources (including clear Scheme of Delegation, agendas/Terms of Reference/link governor resources/templates/skills audits/self-assessment tools) to support local governors
- Provision of questioning guides
- Quality assurance visits and reports
- Training – standard offer plus bespoke training on request
- Trustees, Chairs and Headteachers Forums
- Fortnightly Governance briefing
- Bespoke support to each local governing body and a single point of contact for any and all governor queries
- Assistance with governor recruitment and succession planning
- PEX/Complaints/Grievance Panels support including clerking
- Governance Improvement Officer (GIO) deployment

Performance Management

- Leading process of Headteacher Performance including identification of performance objectives (aligned with Trust and other staff's performance management), write up of review and regular monitoring of progress
- Provision of resources and training for performance management of other staff
- Teachers' appraisal data capture and statutory reporting to Trustees and Unions



Safety and Safeguarding

- A cycle of safeguarding and health and safety audits
- Access to Trust safeguarding Lead
- DSL network
- General Data Protection Requirement (GDPR) updates, training and audits
- Rapid response to safety issues including out of hours emergency Trust phone line (for academies)
- Support for HR concerns and dealing with vexatious complaints /liaison with HR team and unions
- Finance support, audit cycle and budget management
- Risk and contract management

Wellbeing

- Access to Diocesan School Support Officers (DSSOs)
- Headteacher supervision
- Wellbeing approaches including Employee Assistance Programme including counselling/Cycle to work/regional wellbeing budget
- Legal support e.g. banning parents and liaising with DBS and TRA





DNEAT Model of Learning-Centred Leadership

Principal Foundation:

- DNEATs approach to improvement is driven by Christian mission, values and principles. This brings purpose to leadership at all levels across the organisation, including within and beyond individual academies.
- DNEAT expects leaders to exhibit the character required to be ‘servant’ leaders within their community for the benefit of the children in their care; whereby Christian distinctiveness becomes the principle foundation of their work in improving outcomes and raising standards.
- In order to maximize the influence and impact of its leaders DNEAT promotes a model of learning-centred leadership. This provides a relevant and sharply focussed framework for values-led improvement.

Learning-centred leadership:

DNEAT expects that leadership across the Trust will involve a strong commitment and concern for pupils’ learning. Expressed another way, what is distinctive about school leadership, compared to the leadership of other organisations is that it is centrally concerned with improving pupils’ developments and achievements.

Research tells us that school leadership has significant effects on student learning, second only to the effects of the quality of the curriculum and teachers’ instruction. Leadership is therefore most powerful and potent when it focuses on developing pupils’ learning and strengthening teaching. This is why the idea of learning-centred leadership is so important.

DNEAT will therefore establish, promote and support a climate of high achievement through learning-centred leadership by enabling leaders to make excellent decisions about:

- What is taught (curriculum)
- How it is taught (pedagogy)
- How it is assessed (formative and summative assessment)
- How learning is delivered and resourced (organisation)

Although Headteachers can draw on others for this process they must be seen to be confident about these issues and their implications. If learning is at the centre of the school’s purpose they need to know what is happening within classes and among individual pupils and ensure the efforts of all staff are focused on pupil learning. In order to create the right capacity for Headteachers to make this their primary function DNEAT will strip away as far as it is able, other leadership responsibilities delegated through the Education Reform Act of 1988 which introduced Local Management of Schools (LMS); for example, by introducing efficiencies through the procurement of external services such as HR, joint-purchasing and back-office finance functions.



DNEAT will also seek to recruit and develop leaders who have knowledge of and technical excellence in teaching and can provide themselves, or recognise and encourage skills in others, for learning and assessment. This priority will underpin other ways of working, such as through the support and challenge.

provided by the AGEPs. It will dominate the way they communicate, the way they collect and review data, respond to staff development issues and shape the culture and structure of the academies they work with. In effect, they will model the learning-centred leadership we expect of those who lead our academies.

DNEAT will enable school leaders to work with and through others to influence teachers' practice through learning-centred leadership. In doing so, DNEAT will promote three powerful tactics for leaders to use:

- Modelling
- Monitoring
- Dialogue

These represent the essential methodology required to successfully implement whole school decisions to improve the curriculum, pedagogy, assessment, their organisation and delivery. Finally, DNEAT will systematically seek through its succession planning strategy, to identify, develop and utilise leadership talent in a way that builds capacity, competence and character through servant and learning-centred leadership. It therefore seek to recruit and grow individuals who understand that:

- Leadership is contextualised because where they are affects what they do as a leader. There is no one way to be successful in all situations. Outstanding leadership is exquisitely sensitive to the context.
- Leadership is collaborative because we need leaders who can work together and learn with one another in order to share effective practices both in and beyond their academy.
- Leadership is distributed because we think about leadership rather than just the leader. Belief in the power of one has given way to the belief in the power and reach of everyone.
- Leadership is about providing a sense of direction to know where you are going. Good leaders 'see ahead', 'see behind', 'see above', 'see below', 'see beside', 'see beyond' and significantly 'see it through' (Henry Mintzberg 2003). They are aware of what is happening outside the school which will have implications for what goes on inside it and are capable of implementing change even when it is difficult to do so.



About the Area

Kessingland is a village and civil parish in the East Suffolk district of Suffolk. It is located around 4 miles (6 km) south of Lowestoft on the east coast. It is of interest to archaeologists as Palaeolithic and Neolithic implements have been found here; the remains of an ancient forest lie buried on the seabed.

The parish, which had a population of 4,327 at the 2011 census, borders the parishes of Gisleham, Henstead with Hulver Street and Benacre. It extends from the edge of the Pontins holiday park south of Pakefield in the north to the Hundred River which marks the southern border of the parish. The main A12 road cuts through the parish, bypassing the main built up area of the village.

Kessingland is home to a Parkdean Resorts holiday park with caravans, chalets and various leisure facilities which are open to the general public, along with other independent parks. There is also a small tearooms housed in a repurposed and refurbished beach hut, which is next to a children's playground and a fish and chip shop. Kessingland is also home to Africa Alive, an African-themed zoo. The village also has a medieval church.





Getting in touch

Kessingland Church of England Primary Academy

Field Lane, Kessingland, Lowestoft, Suffolk, NR33 7QA

01502 740223

suzanne.downie@kessingland.dneat.org

<https://www.kessingland.dneat.org>





Advert

Trust: DNEAT

Academy Name: Kessingland Church of England Primary Academy

Vacancy Job Title: Headteacher

Pay Scale: Leadership 15 - 21

Annual Value: £66,628 - £77,195 per annum

Full Time/Part Time: Full Time

Contract type: Permanent

Start Date: January 2025

As a Church of England school, we are proud to serve our children and families, welcoming those of all faiths and none. We hold the Inclusion Mark Centre of Excellence Award and believe that every child matters.

In particular, we are looking for a Headteacher who:

- Can embrace and sustain the Christian ethos and values of the school and trust.
- Is an inspirational leader, committed to delivering the schools' vision for education.
- Has the ambition to further develop a rich, varied curriculum which engages and inspires every child to achieve outstanding outcomes
- Possesses the experience, motivation and resilience to embrace challenges positively
- Has the initiative to promote new and innovative ideas whilst sustaining what already works
- Understands the process of change management and can sensitively effect positive transformation where it is needed.
- Can celebrate the diversity of our school community and foster strong, positive relationships that are inclusive for all
- Understands, supports and develops the talents and well-being of the school team.

We can offer:

- Peer to peer networking, collaboration, challenge and support.
- Geographically focused development opportunities within the east hub of academies including dedicated support from a key professional.
- The security- of working in a climate of shared accountability.
- Investment in your professional development and future career.
- A research-based approach to academy improvement that builds capacity from within.
- Opportunities to contribute to the development of a growing organisation and trust wide improvement initiatives.
- Access to a suite of core services that enable you to focus more on leading, teaching and learning.
- A values-led approach that underpins the attitudes and behaviour of individuals and the family of Church academies.



Closing Date: 2 September 2024

Interview Date: 25/26 September 2024

How to Apply:

Completed application form to be emailed to; pippa.saunders@donesc.org

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

Visits to the school are warmly welcomed. Please contact Pippa Saunders at 01603 550179 to book an appointment.

The Diocese of Norwich Education and Academies Trust is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment. All appointments will be subject to full safeguarding checks as well as satisfactory references.

The Trust's safeguarding policy can be found on our website.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.



Job Description

Job Description: Headteacher

The Diocese of Norwich Education and Academies Trust and Kessingland Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

Responsible to	Academies Group Executive Principal / DNEAT CEO
Grade	Leadership 15 -- 21
Hours	1.0 FTE
Location	Based at the Kessingland Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

Job Purpose

- As a member of the School Leadership Team (SLT) to share the strategic lead, working in conjunction with the Diocese of Norwich Education and Academies Trust in the development and improvement of the academy.
- To lead the SLT - this includes the Assistant Headteacher, the SEND and Inclusion Leader and the Senior Teachers.
- Working through the Operational Overview, lead meetings with Teaching Staff to communicate strategic development, implement new initiatives and monitor standards to secure improvement.
- To provide the Local Governing Body, Diocese of Norwich Education and Academies Trust with clear information, advice and recommendations regarding strategic development and standards.
- To attend the Local Governing Body meetings.
- To structure Performance Management reviews and target setting meetings to hold Teachers and staff to account.
- To communicate the school's vision, values, ethos and approaches to families and the wider community.
- To contribute to the school's self-evaluation.



- To lead on assessment.
- To develop and maintain strong links with parents and the wider community to sustain high levels of involvement in their children's learning.
- Model excellence and high aspirations by example always.
- Contribute to the wider Diocese of Norwich Education and Academies Trust community through sharing good practice and involvement in Trust wide activities.
- Collaborate with other agencies to develop strategies to provide for the academic, spiritual, moral, social emotional and cultural well-being of pupils

Duties and responsibilities

Teaching and Learning

- Be an outstanding teacher and role model for teaching and learning.
- Raise the quality of teaching, improve pupil's achievements and increase pupil progress by setting high expectations, monitoring the impact of intervention and evaluating the effectiveness of learning outcomes.
- Establish creative and effective approaches to learning and teaching in all areas of the curriculum.
- Provide support to improve the practice of individual teachers where required.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Implement strategies which ensure the highest standards of behaviour and attendance.
- Teach a class where required.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

Finance Resource Management

- To be involved in the implementation of the school's financial, accounting and support service policies, systems and procedures; ensuring that they adhere to the Diocese of Norwich Education and Academies Trust requirements, government guidelines and financial regulations.
- To be involved in the preparation, monitoring and control of the annual school budget.
- To be responsible for the preparation, implementation and impact assessment of the Pupil Premium budget and Sports Premium funding and the development of clearly costed and evaluated plans.
- To share involvement in the preparation of financial information required for proposals, recommendations or bids and maximise income generation from grants, fundraising and sponsorship.
- Contribute towards promoting the Christian ethos of the academy and the Diocese of Norwich Education and Academies Trust.



Human Resource Management

- To deploy staff effectively across the school.
- To support the recruitment process for Teachers and Support Staff.
- To support the preparation of documents for agreed agenda items at Local Governing Body meetings.
- To manage the implementation of HR related policies
- To motivate and encourage teamwork and good practice in order to strive for excellent standards and outcomes for children.
- To provide leadership and guidance to staff on HR issues and to deal with grievance procedures as required.
- To ensure that staff expenses are operated within the Diocese of Norwich Education and Academies Trust guidelines and policy.
- To ensure that staff absence management procedures are applied and that these reflect Diocese of Norwich Education and Academies Trust policies and triggers.
- To ensure that the school is represented at the core Diocese of Norwich Education and Academies Trust training events.

ICT systems and assessment

- To have responsibility for the effective day to day provision of ICT.
- To ensure that the school assessment platform is updated and current.
- To ensure Diocese of Norwich Education and Academies Trust and DFE deadlines for data submission are met.
- To ensure the Management Information system is current and complete.
- To collate information and write reports highlighting what assessment, behaviour and attendance information is showing and how it needs to be acted on.
- To be involved in the monitoring, cost and development of ICT to help ensure that children and staff have access to reliable modern technology.

Premises, Health and Safety

- To be the Designated Safeguarding Lead. To lead on safeguarding across the school.
- Ensure the sites are kept safe and tidy through liaison with cleaning and site staff.
- To share responsibility for the Asset Management Plan - ensuring it is kept updated and redundant items are removed.
- To oversee and review capital expenditure to develop and improve the premises.
- Ensure that staff are kept updated on Health and Safety procedures.
- Act as a key holder.
- Manage the use of the sites to maximise income from lettings.



Organisational Relationships

- Works closely with other members of the Diocese of Norwich Education and Academies Trust's Chief Operating Officer and other senior Diocese of Norwich Education and Academies Trust staff.

Statutory Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.
- Carry out their duties with the due regard to the Trust's policies on equal opportunities, health and safety and quality assurance.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To support and participate in activities that reflect the Christian ethos of the academy.
- Undertake other similar duties and activities that fall within the grade and role as may reasonably be required by the Diocese of Norwich Education and Academies Trust.

Line management

- Direct line management responsibility for Teachers and Teaching Assistants.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Headteacher are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.



Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



Person Specification

Person Specification: Headteacher

The Diocese of Norwich Education and Academies Trust and Kessingland Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

Responsible to	Academies Group Executive Principal / DNEAT CEO
Grade	Leadership 15 -- 21
Hours	1.0 FTE
Location	Based at the Kessingland Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

	Essential Criteria	Desirable Criteria
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status 	<ul style="list-style-type: none"> • Designated Safeguarding Lead training • NPQH
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the Trust's safeguarding procedures and recognise when to report any concerns • An excellent teacher who can lead by example • Ability to multitask and prioritise in a fast-moving environment • Ability to negotiate and mediate • Can lead teams • Enthusiasm and expertise in developing and implementing a curriculum that is exciting and inspiring for children and staff alike • Can coach, support and challenge 	



<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working at a senior/middle management level and holding line management responsibility • Teaching across the primary age range • Experience of leading whole school initiatives with evidence of positive impact on outcomes for pupils • Leadership of a core curriculum area • Experience of using assessment systems and data analysis • Experience across the appropriate age range in a small school • Demonstrate experience of senior leadership as a minimum as a Deputy Head, Assistant Headteacher or equivalent 	<ul style="list-style-type: none"> • Experience of holding staff to account through performance management • Experience of school finance • Project and change management experience • Experience of site and building management • Involvement in a SIAMS inspection
<p>Knowledge and Understanding</p>	<ul style="list-style-type: none"> • The responsibility of every individual for safeguarding and promoting the welfare of children • Up to date knowledge and understanding of Ofsted and SIAMS expectations and framework 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Passionate commitment to education • Ability to work calmly under pressure • Integrity, professionalism, and reliability • Enthusiasm and a positive 'can do' disposition • Excellent interpersonal skills • Supportive of the Academy's Christian ethos • Setting and achieving challenging goals 	



<p>Other requirements</p>	<ul style="list-style-type: none">• A professional role model who is committed to their own professional development and to developing others• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.• Able to work calmly under pressure and withstand stress• Able to work flexibly, and to attend meetings and INSET days as required	
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