



**GREAT OAK MULTI ACADEMY TRUST**

# **Deben Church of England Primary Academy**



**NURTURE, PROGRESS and EXCEL**

That they may have life in all its fullness.

**John 10:10**

## **Headteacher Recruitment Pack**



## **GREAT OAK MULTI ACADEMY TRUST**

**Debden Church of England Primary Academy**



**Nurture, Progress and Excel**



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## GREAT OAK MULTI ACADEMY TRUST

### Debden Church of England Primary Academy



### Appointment of Headteacher

School	Debden Church of England Primary Academy
Telephone	01799 540302
Website	<a href="http://www.debdenprimary.co.uk">www.debdenprimary.co.uk</a>
School Group Size	Group 2 NOR 143
Salary Range	L8-18 (according to current experience)
Start Date	1 September 2025

**Thank you for your interest in the post of Headteacher at Debden C of E Primary Academy.**

Debden C of E Primary Academy is a vibrant, friendly and inclusive village school, with a strong focus on promoting Christian values. We are seeking to appoint an inspiring, dynamic and enthusiastic Headteacher to join our excellent team and shape the futures of the children at Debden. Using your courageous leadership and strong management skills, you will make a significant contribution to the further development of this successful school. The school is part of the Great Oak Multi Academy Trust, which promotes collaboration, a common commitment to learn from each other by sharing good practice and experiences and benefits from specialist support provided from our professional central services team for HR, finance and health and safety allowing the Headteacher to focus on teaching and learning. This is an exciting opportunity for an ambitious individual looking to further their career within our supportive trust.

We need you to:

- be passionate about and committed to collaborative working with the Executive Headteacher, colleagues across our MAT, governors, directors, teachers and support staff;
- have high expectations for your own performance, staff performance and the progress, attainment and behaviour of all pupils;
- have a proven track record in developing others, especially through coaching, mentoring and a commitment to continual professional development of others;
- have accurate judgement about the quality of learning in lessons and pupils' books and deliver clear feedback to teachers on strengths and weaknesses;
- be open to learning, developing and improving your own skills in this senior role;
- demonstrate effective leadership, managerial and organisational skills and have a strong track record of improving outcomes for pupils;
- have the ability and drive to manage on-going challenges to prioritise both the pupils' well-being and academic progress;
- be optimistic and resilient, with the ability to remain calm, energetic and positive in challenging situations;
- have confident communication skills and an ability to motivate others to go the extra mile;
- have a commitment to staff well-being; and
- have a shared belief in our traditions and Christian vision and values.



## GREAT OAK MULTI ACADEMY TRUST

### Debden Church of England Primary Academy



We can offer you:

- a vibrant, inclusive school with strong Christian vision and values;
- pupils who are well behaved, keen to learn and proud of their school;
- a friendly, committed and purposeful staff team, who strive to deliver the best outcomes for every child inclusively;
- a range of professional development opportunities to ensure you succeed;
- support and coaching from the Executive Headteacher;
- a positive, forward-thinking working environment with experienced, engaged and well-informed directors and governors;
- a supportive network of colleagues across our multi-academy trust; and
- close links with the church and local community.

Visits to our friendly school are warmly welcomed and actively encouraged.

To find out more about this exciting opportunity and Debden C of E Primary Academy, please visit [www.debdenprimary.co.uk](http://www.debdenprimary.co.uk). Please email our MAT Office Manager, Mrs Sharon Dyster, [sdyster@greatchesterford.essex.sch.uk](mailto:sdyster@greatchesterford.essex.sch.uk) for further details regarding the position or to arrange a visit. You can also request a meeting with our Executive Headteacher, Sarah Mitchell, Tom Caster, Chair of Governors, and / or Lilly Barker, Chair of Trustees, each of whom would be most happy to have an informal conversation with any interested candidates.

Application packs can be requested from [sdyster@greatchesterford.essex.sch.uk](mailto:sdyster@greatchesterford.essex.sch.uk) .

**Closing Date: Friday 21<sup>st</sup> March 2025 (midday)**

**Shortlisting Date: Monday 24<sup>th</sup> March 2025**

**Interviews: Monday 31<sup>st</sup> March 2025**

*Great Oak Multi Academy Trust is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory written references, qualifications and enhanced DBS checks.*



Great Chesterford C of E Primary Academy, School Street, Great Chesterford,  
Saffron Walden, Essex, CB10 1NN

Dear Prospective Headteacher

On behalf of myself and the Directors of Great Oak Multi-Academy Trust I would like to thank you for your interest in the role of Headteacher of Debden Church of England Primary Academy. I would like to take this opportunity to provide you with more information about the Trust for your consideration in making your application.

Debden Church of England Primary Academy is part of the Great Oak Multi-Academy Trust alongside Great Chesterford Church of England Primary Academy. The Trust aims to create a group of Church of England primary schools connected by a common commitment to learn from each other by sharing good practice and experience. Our key principles prioritise progress, inclusion, aspiration, excellence and enjoyment. Our purpose is to work as a team to develop collaboration to ensure every child within the Trust has the best possible experiences. As the Headteacher you would play a vital and rewarding role in the delivery of this purpose.

As a Trust, we aim to recruit ambitious, passionate teachers and committed support staff who want to make a difference to children's lives. We recognise the importance of providing high quality training within the Trust to offer excellent professional development opportunities. We are also able to offer high levels of support to Headteachers and the individual schools and we seek to establish a learning community where staff of all levels are able to coach, support and develop through working together. As the Headteacher, we would welcome your contribution to sharing the good practice you have built up throughout your career and you will have the opportunity to be influential across the Trust and not just within the boundaries of Debden school.

I hope this letter has helped to provide an insight into both the school and the Trust as a whole and I look forward to your application.

Yours faithfully

Lilly Barker

Chair of the Directors, Great Oak Multi Academy Trust

# Debden C of E Primary Academy

High Street, Debden, Saffron Walden Essex CB11 3LE

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www.debdenprimary.co.uk



Dear Prospective Headteacher,

Oscar Wilde is quoted as saying:

*"Schools should be the most beautiful place in every town and village - so beautiful that the punishment for undutiful children should be being barred from going to school the following day."*

Debden C. of E. Primary Academy is very beautiful indeed. The original school building, which fronts the high street, was built in 1862 from red brick and, due to its Grade II listing, is almost completely unaltered. A more modern extension sits behind the original building and beyond that are the playing fields with fabulous views of the rolling North Essex countryside.

What goes on at the school is beautiful as well. A dedicated teaching staff offers a broad and balanced curriculum, meaning our children receive a range of stimulating, knowledge-rich experiences. Children take part in a range of village activities at various times of year and members of the wider community come in to volunteer - the school is the heart of the village, in more ways than one. Achievement is encouraged, rewarded and celebrated, so much so that parents have a standing invitation to a weekly achievement assembly before Friday pick-up. The achievement assembly slides and weekly newsletters are available on the school's website and give a real flavour of the vibrant array of skills and knowledge the children are developing.

Debden's Governing Body is a mix of volunteers, both parents and members of the local community, with a wide range of experiences and interests between us. We are engaged and committed to supporting the staff in their work as best we can. We have two sub committees: Finance & Premises and Teaching & Learning. We also work with the Friends of Debden School (FODS) who organise events throughout the year to raise money for projects - in recent years there have been Christmas Fayres, summer festivals and regular cake sales to name just a few. There is a fabulous level of parental involvement at the school.

On behalf of the School Governors, I would like to thank you for your interest in Debden Primary Academy. The school has real momentum at the moment - I believe this position would provide an exciting opportunity for someone ambitious to work with school leaders to further develop our very good school. I hope this letter has given you some insight into our school and the wider school community and we look forward to receiving your application.

Yours faithfully,

Tom Caster  
Chair of Governors



## **GREAT OAK MULTI ACADEMY TRUST**

### **Debden Church of England Primary Academy**



#### **JOB DESCRIPTION FOR HEADTEACHER**

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

The Headteacher, working with the Great Oak Multi Academy Trust, the local governing body and school staff, will provide overall strategic leadership for the school.

The Headteacher will:

- actively support the Christian ethos of the school through personal example and practice
- lead, develop and support the direction, vision, values and priorities of the school
- develop, implement and evaluate the school policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform school improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school

This job description should be read in conjunction with the contractual framework and responsibilities of Headteachers set out in the School Teachers' Pay & Conditions Document.

#### **Professional duties**

##### **Aims, communication, organisation and professional development**

- Help to formulate and implement the aims and objectives of the school.
- Take a key role in appointing staff.
- Manage and organise staff.
- Communicate effectively to ensure that all staff receive the information they need in order to carry out their professional duties effectively.
- Play a key role in managing the professional development of staff.
- Communicate clearly with all stakeholders, especially parents, carers and governors.

##### **Safeguarding**

- Implement child protection procedures, guidance and legislation in respect of safeguarding children.
- Demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- Take on the role as Designated Safeguarding Lead.
- Maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.
- Understand, implement and comply with the DfE document 'Keeping Children Safe in Education' and all other key safeguarding documentation.
- Ensure that Health & Safety is robust and meets the needs of pupils, staff and visitors.



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### **Curriculum**

- Organise and implement an appropriate curriculum for the school, tailored to the needs and stage of development of pupils.

### **Planning and Review**

- Play a key role in implementing and monitoring school development plans and curriculum development plans.

### **Ensuring high standards of teaching and learning**

- Play a key role in evaluating the standards of teaching and learning in the school.
- Monitor lessons, carry out learning walks, scrutinise pupils' book and provide clear and accurate feedback to staff based on your sound professional judgements.
- Ensure that high standards of professional performance are established and maintained.

### **Performance management, training, development and induction of staff**

- Take a leading role in managing the performance of teachers and support staff in the school.
- Implement induction training with new staff.
- Ensure that all staff in the school have access to appropriate advice and training.

### **Pupil progress and assessment**

- Support, train and monitor staff to carry out assessment processes.
- Ensure that the progress of all pupils in the school, including vulnerable groups, is carefully monitored and recorded.

### **Behaviour**

- Play a leading role in the maintenance of positive behaviour and implement the school's behaviour policies.

### **Relations with parents**

- Ensure that parents are kept well informed about all aspects of their children's life at school, including the curriculum, pupils' progress and well-being.

### **Relations with other bodies and schools**

- Promote strong and effective relationships with other groups, particularly the local community, local schools and schools in our MAT.

### **Relations with the Local Governing Body**

- Advise and assist the local governing body and directors of the MAT in the exercise of their functions.
- Work cooperatively with governors including attending governing body meetings, preparing reports for governors and facilitating governor monitoring visits.

### **Resources**

- Support the MAT Finance Manager and Executive Headteacher in developing and monitoring the school's finances.

### **Premises**

- Work with the MAT Premises Manager & Finance Assistant in making arrangements for the security and effective supervision of the school site.





## **GREAT OAK MULTI ACADEMY TRUST**

### **Absence**

- Manage staff absence on a day-to-day basis, ensuring that appropriate arrangements are made for covering classes in a cost-effective way.
- Ensure arrangements are in place for PPA cover.

### **GDPR**

- Take on the role of SIRO for Debden C of E Primary Academy.

### **Qualities and Knowledge**

1. Hold and articulate clear values and moral purpose from a Christian perspective, focused on providing an excellent education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, the local church and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's Christian vision and drive the strategic leadership, empowering all pupils and staff to excel.



## **GREAT OAK MULTI ACADEMY TRUST**

**Debden Church of England Primary Academy**



### **PERSON SPECIFICATION FOR HEADTEACHER POSITION**

The following outlines the key skills and experience we are looking for in the Headteacher at Debden C of E Primary Academy and our selection decision will be based on the criteria detailed within this document. The selection panel will assess candidates against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the school context.

Please ensure when completing your application that you address the relevant criteria. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. The supporting statement should be no more than three pages long.

#### **We expect our new Headteacher to:**

- Be passionate about and committed to collaborative working with the Executive Headteacher, colleagues across our MAT, governors, directors, teachers and support staff
- Have high expectations for their own performance, the performance of all staff and the progress, attainment and behaviour of all our pupils
- Possess skills in developing others, especially through coaching, mentoring and a commitment to continual professional development of others
- Be open to learning, developing and improving their own skills in this senior role
- Be outward-looking, energetic, friendly, supportive and appropriately challenging and able to accept professional challenge
- Demonstrate effective leadership, managerial and organisational skills and have a proven track record of improving outcomes for pupils
- Show accurate judgements about the quality of learning in lessons and pupils' books and deliver clear feedback to teachers on strengths and weaknesses
- Lead and manage staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments



## GREAT OAK MULTI ACADEMY TRUST

	Essential	Desirable
<b>Training, Qualifications</b>		
Qualified Teacher Status	Yes	
NPQH or successfully accepted onto the NPQH programme		Yes
Degree or Higher Degree or equivalent post qualification award		Yes
Recognised management/leadership qualification		Yes
Strong evidence of continuing professional development relevant to the post	Yes	
Successfully completed recognised 'safer recruitment' training or commitment to do so before taking up the post	Yes	
<b>Experience</b>		
Experience of successful leadership as a Headteacher, Acting Headteacher, Deputy Headteacher or Assistant Headteacher	Yes	
Experience of teaching in more than one school		Yes
Experience of teaching in a church school		Yes
Widest possible experience of working with primary age children 4+ to 11 years	Yes	
Experience of leading whole school change and development initiatives	Yes	
Experience/proven track record of raising achievement	Yes	
Experience of budget and resource management underpinned by best value principles	Yes	
Experience of managing and/or coordinating staff	Yes	
Experience of appointing and inducting/mentoring staff		Yes
<b>Professional Knowledge and Understanding</b>		
Demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision	Yes	
A clear understanding how to develop and sustain a learning culture that has high expectations and standards of achievement for all at its core	Yes	
A clear understanding of the characteristics of an outstanding school and how it may be delivered	Yes	
Awareness of strategies and success in raising pupil achievement	Yes	
Demonstrate a sound grasp of the principles and practice of effective learning and teaching	Yes	
A clear understanding of the strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance	Yes	
Understanding and experience of curriculum design and management that helps to meet the personal learning needs of every pupil	Yes	



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Understanding and experience of what distinguishes a distinctive Christian ethos in a church school	Yes	
Demonstrate the successful impact of leading significant whole school innovation, creativity and change	Yes	
Understanding of current education legislation and its impact on schools and their wider communities	Yes	
Awareness of Ofsted and the current inspection framework	Yes	
Understanding based on the experience of a recent Ofsted inspection and its follow up		Yes
Understanding of the role of the Governing Body	Yes	
Experience as a school governor		Yes
Understanding of the role which can be played by parents, the church and the community in raising standards	Yes	
Good understanding of GDPR requirements within a school environment	Yes	
<b>Personal Skills and Attributes</b>		
Ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals	Yes	
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	Yes	
Ability to build and maintain quality relationships through strong interpersonal skills and effective communication	Yes	
Demonstrate personal and professional integrity, including modelling Christian values and vision	Yes	
Ability and faith to lead the spiritual development of all in the school community	Yes	
Willingness and conviction to lead school worship	Yes	
Ability to manage and resolve conflict	Yes	
Ability to prioritise, plan and organise themselves and others	Yes	
Ability to think analytically and creatively and demonstrate initiative in solving problems	Yes	
Demonstrate a capacity for sustained hard work with energy and vigour	Yes	
Empathise	Yes	
Flexible, approachable and a good listener	Yes	
Demonstrate resilience and optimism	Yes	
Demonstrate impact and presence	Yes	
Show commitment to sustain good attendance at work	Yes	
Genuinely likes children!	Yes	



## GREAT OAK MULTI ACADEMY TRUST

### What do our pupils say about Debden C. of E. Primary Academy?

"Debden is a great school for lots of reasons. I really like my teachers, my friends, and all of the different people who come here. Everyone looks after one another." Benjamin

"I like our playground. We have a massive open space and lots of cool play equipment to play on." Hector

"The teachers are amazing at Debden. I have learnt lots from my teachers because they are very clever and good at teaching." Molly

"I like learning science and maths at Debden. I like doing science experiments and finding out new things." Max

'I enjoy playing in the Ducklings' Garden with my friends.' Alicia

"I came here from a different school, and everyone made me feel welcome straight away because lots of new children join our school." Maddie

"We learn lots of different subjects. I have been learning to draw portraits in Art at the moment - I love doing drawings in our big art sketchbooks!" Albie

"I do lots of different sports at Debden. We go to other schools sometimes as a team. My favourite event is dodgeball!" Dexter

"The adults here are all really kind and that helps everyone to feel safe and cared for." Anabelle

"I like wellbeing week because we learn different ways to look after ourselves and other people." Iestyn

"Debden is the best school because everyone cares for one another. I have made lots of friends and we like to play together." Olivia

