



**Sedley's**  
Church of England Primary School

Working at Sedley's C of E Primary School

# Join our Team



For appointment of:  
Head of School





# Sedley's Church of England Primary School



Sedley's is a small school in the village of Southfleet, with four classes for children from 4 to 11 years of age. The school was founded in 1637 by Sir John Sedley and is a unique setting that is at the heart of the community. The building has been extended but the original school building is still very much in use and full of character!

At Sedley's we are passionate about providing a wide range of learning experiences for all our children through a curriculum that is broad and varied, making learning memorable and fun for our pupils! Learning for all is at the heart of what we do, ensuring an inclusive approach so that every pupil is given the opportunity to succeed.

We are proud of our Christian vision and values, and we work hard to ensure they are interwoven into all aspects of school life, guiding us on our learning journey.

Our vision is **'Love to Learn – Learn to Love'** is at the heart of all we do at Sedley's. This vision is as important to adults as it is to our children. Most of the jobs our children will do don't even exist yet. Our Governors and our staff are continually learning in their roles to keep doing more and more for our children, so our vision applies to the whole school, our children, our staff, our leadership and our parents and carers.

We aim to develop a range of skills and knowledge in our children during their time with us. We are making use of 'Growth Mindset' across the school, so that our pupils are independent, confident problem solvers. We want to prepare our young learners for the next stage in their education journey and address all elements of their growth and development. The learning and well-being of each individual is paramount, and our curriculum allows this to happen. Reaching their full potential is fundamental to all that we do, and our children leave us as life-long learners.

**Parents are supportive and positive about the school's work.**



## CEO's Welcome Stephen Carey

Thank you for your interest in the role at Sedley's C of E School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to improve the life chances of local children. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Sedley's joined Aletheia Academies Trust in June 2022 and has quickly become integral to the Aletheia community whilst benefiting from being part of a local Trust. Using expertise in our larger primary schools, we have been able to offer Sedley's students' opportunities they did not previously have access to.

Located in the center of a beautiful village, the school is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

I look forward to receiving your application.



# Job Description

<b>Job Title</b>	Head of School
<b>Location</b>	Southfleet, Kent
<b>Duration</b>	Permanent
<b>Work Hours</b>	Full-time
<b>Reporting to</b>	Executive Headteacher
<b>Salary</b>	L6 - L10 (inc. Fringe only)
<b>Pension</b>	Teachers' Pension Scheme



# Key Responsibilities



## Strategic Leadership

- Ensure that the vision and values for the school are clearly articulated, shared, understood, and acted upon effectively by all, which will promote and sustain school improvement.
- Support and challenge colleagues by recognising their achievements and holding them to account where necessary through effective and consistent implementation of the appraisal policy and other systems of quality assurance and professional development.
- Have the resilience and expertise to lead the school's provision of effective teaching and learning.
- Continue to raise standards across the school with particular reference to personalised progression, so that all pupils achieve to the very best of their ability.
- Lead senior and middle leaders, developing a professional culture amongst all staff at the school.
- Work with the Executive Headteacher to lead the school through rigorous self-evaluation and quality assurance.
- Identify areas of progression and promotion for staff that support succession planning for the school.
- Lead and support the implementation of Trust and school policies.
- Be a positive role model in helping others recognise difference and respect cultural diversity in accordance with British Values and the Equalities Act 2010.
- Be committed to the emotional wellbeing and mental health of staff and pupils and lead by example.

## About the Role

**As the new Head of School of Sedley's C of E School, you will have the opportunity to take this valued community school on its next exciting chapter.**

We are looking for an outstanding senior leader who is ready for their next challenge. This role is suited to someone who is an innovative, responsible, and insightful professional, with the passion, drive, and enthusiasm to build on the many strengths of the school but with the confidence to drive change where it is needed.

You will be values-driven, recognising that our moral purpose guides all that we do, and ensuring these values remain at the forefront of daily life. The culture that you create will drive the popularity of the school. You will work collaboratively with the Executive Head and Trust central team in all activities, bringing your knowledge, energy, and charisma to be a role model for the school and what it represents.

The Head of School will be responsible for providing proactive leadership and management of Sedley's in line with the vision of the Trust and will manage the day-to-day running of the school. This includes:

- Strategic leadership of the school and its staff to achieve extremely high standards of teaching and learning, behaviour, and attainment.
- Leading and organising the school to meet its aims and targets in line with the 180 Day Plans.
- Evaluating the school's performance and identifying priorities for continuous improvement and raising standards.
- Further developing partnerships with a variety of stakeholders and taking advantage of opportunities when they present themselves to improve personal, social, and academic outcomes for all pupils.





## Quality of Education

- ♥ Drive and inspire a passion for learning in every member of the school community.
- ♥ Work with staff to promote high quality teaching across all subjects.
- ♥ Identify any areas of improvement in teaching and learning and implement, monitor, and review interventions to improve these areas as well as the quality of education across the school.
- ♥ Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust.
- ♥ Monitor data and the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.
- ♥ Make sure standards of behaviour are high to foster an environment in which learning can thrive.

## Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- ♥ Policies are fully implemented and followed by all staff.
- ♥ Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- ♥ All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed safeguarding and whistleblowing policies.

## Communication

- ♥ Work with the Local Governing Body, Executive Head and Central Trust team to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge.
- ♥ Work with the Senior Leadership Team to ensure all school staff share and embrace the Trust vision.
- ♥ Provide reports and information to the Executive Head and CEO as necessary.

## Other Areas of Responsibility

- ♥ The Head of School will meet the requirements of the Headteacher Standards 2020.
- ♥ The Head of School will work in compliance with the Trust's Health and Safety Policies under the Health and Safety Act (1974), ensuring the safety of all parties in the premises controlled by the school.
- ♥ The Head of School will ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Head.



"There is a strong sense of history and community spirit at this small village school.

Pupils are happy and keen to attend."  
- Ofsted

"Leadership and governance are considerable strengths that enable the school to prepare well for the future " - SIAMS



## Qualifications and Experience

	E	D
Qualified Teacher Status.	X	
Degree.	X	
Involvement and leadership in school self-evaluation and development.	X	
Demonstrable experience of successful line management and staff development.	X	
An understanding of creating a culture of high expectations and aspirations.	X	
Effectively promote and implement processes to safeguard and promote welfare.	X	
Building and maintaining effective relationships with parents and the community.	X	

## Skills and Knowledge

	E	D
Data analysis skills with the ability to use data to set targets and identify weaknesses.	X	
Ability to conduct school self-review and evaluation.	X	
Understanding of school finances.		X
Effective communication and interpersonal skills.	X	
Ability to communicate a vision and inspire others.	X	
Ability to build effective working relationships.	X	
A sound knowledge and understanding of the barriers to learning and inclusion.	X	
An understanding of how to work positively with the Governing Body.	X	

## Personal Qualities

Commitment to uphold the 7 Nolan principles of public life.		
Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.		
Ability to work under pressure, be resilient and prioritise effectively.		
Commitment to always maintaining confidentiality.		
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.		
Commitment to own well-being and that of the whole school community.		

All Essential Criteria

E = Essential      D = Desirable

If you are excited by this role and believe you have the values, vision, and expertise to lead our school through on its next exciting chapter, then we would love to hear from you.

**Jo Barker-Platt, HR Director**  
[HR@aletheiaTrust.org.uk](mailto:HR@aletheiaTrust.org.uk)  
 01474 533 082.

To apply for this role, please complete our [Online Application Form](#).

**School Visit Date:**  
**w/c Monday 17th April**

**Closing Date:**  
**Monday 24th April**

**Interview Date(s):**  
**Tuesday 2nd May**  
**Wednesday 3rd May**



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



# Contact Us

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