**Thomas Bullock Church of England Primary Academy**

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**Deputy Headteacher Recruitment Pack**

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**Letter from the Chair of the Academy Local Governing Body**

**Thomas Bullock Church of England Primary Academy**

Pound Green, Shipdham, THETFORD, IP25 7LF

Headteacher: Mrs Shannon O’Sullivan

Phone Number: 01362 820300 16 June 2020

Dear Prospective Deputy Headteacher,

As Chair of the Local Governing Body, I would like to thank you for your interest in our Deputy Headteacher vacancy.

Thomas Bullock Church of England Primary Academy is a lovely school with spacious grounds in this growing village of around 2250 people (2011 census). We joined the Diocese of Norwich Education and Academies Trust in November 2014 when our school became a sponsored academy.

Shipdham is centrally located in Norfolk, on the A1075 between the market towns of Watton and Dereham. Our pupils traditionally leave us to attend Northgate High School.

We are excited to be recruiting a new Deputy Headteacher, to strengthen our Senior Leadership Team in leading us towards achieving our ambition of being an outstanding school. You can read our Ofsted report from January 2020, which judged the school to be good. We are looking for a Deputy Headteacher who will rise to the challenge of securing swift improvement and who will embrace the opportunities of working within a multi-academy trust and the levels of support and aspiration this brings.

As a primary school, we are looking for someone with experience of effective leadership within the primary phase. Our school is well supported by the Thomas Bullock Trust (there are more details on our current school website), which gives a substantial yearly grant to enhance the creative curriculum. We believe that this gives scope for innovative thinking and, where appropriate, creative management. We have enthusiastic, happy children with engaged, interested parents and our local community is very supportive!

Are you the person we are looking for to take on the leadership of this academy? Can you inspire us to continue to improve? The children, staff and community would love to welcome you. The Local Governing Body will be delighted to work with you and look forward to this being the beginning of a strong and stable future.

Yours sincerely,

Jan Pierson,

Chair of Governors.

**Letter from the Headteacher**

**Thomas Bullock Church of England Primary Academy**

Pound Green, Shipdham,

THETFORD, IP25 7LF

Headteacher: Mrs Shannon O’Sullivan

Phone Number: 01362 820300

16 June 2020

Dear Prospective Candidate,

I would like to introduce myself as the Headteacher at Thomas Bullock Primary Academy. The DeputyHeadteacher vacancy here presents an attractive opportunity to lead and manage a school that has a positive future ahead of it, including growth. Our school is in demand, our 2020-21 intake is full, and many year groups across the school are at capacity.

The large building affords excellent opportunities for teaching and learning. The beautiful grounds are extensive – where children can learn and play outside. This has recently been enhanced through the development of a large growing and environmental area complete with a polytunnel. In the coming weeks, we will also see a large outdoor classroom with seating for 64 pupils and complete refurbishment of the fabric of our Early Years Foundation Stage Creative Outdoor Learning provision areas and KS1 playground. Teachers are beginning to shape the curriculum to help support and reflect this.

The staff team are committed and hard working. They are looking forward to the next phase in the academy’s development. There is a good mixture of experience across the team and an understanding that by working coherently the school can progress and develop.

As mentioned in our ‘Good’ January 2020 Ofsted report, children are polite and well behaved. Families are supportive and want the best for their children. The Friends of Shipdham School (FOSS) group is active in its fundraising to provide enhanced opportunities for children and families. In addition to their efforts in school they also run a shop in the community!

Other opportunities come through support from the Thomas Bullock Trust. The Trust supports music tuition, enhanced learning and funding for educational visits and activities for all children at the academy. As the new Deputy Headteacher you really can think creatively to support our vision of providing children with a rich and varied experience knowing that this support is there.

Staff are actively supported through the DNEAT joint training offer, which provides an entitlement for staff across the academy at all points in their career. As the new Deputy Headteacher you will be strongly supported to continue professional development by actively collaborating with other schools and Deputies in our region, and across the trust. This includes opportunities to benefit from collective enterprise. Thomas Bullock has also benefited from supportive training and membership of the Viscount Nelson Education Trust (VNET) and engagement with the local Dereham cluster of schools.

If you would like to visit our academy, I would be delighted to show you around (ensuring all safety and social distancing requirements are met) and tell you more – please contact the school office to arrange an appointment. We look forward to receiving your application.

With warmest regards,

Shannon O’sullivan ***Headteacher***

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**Deputy Headteacher – Thomas Bullock Church of England Primary Academy**

NOR:195

* Salary – L3-L6
* Permanent
* Full Time
* Required for January 2021

These are exciting times at Thomas Bullock Church of England Primary Academy. Although our last inspection judgement was ‘good’, we aim to rapidly improve provision in order to achieve an ‘outstanding’ outcome next time around.

Due to the retirement of our much loved Deputy Headteacher, we want to accelerate into the next phase of our development and require a highly motivated and skilled individual to be a leader in a thriving community that cannot wait to work with you!

Thomas Bullock needs someone with the:

• character to ensure that personal virtues and organisational values enhance outcomes

• passion to focus relentlessly on what’s best for pupils in their context

• initiative to promote new and innovative ideas whilst sustaining what already works

• ability to develop outstanding educational provision that results in outstanding outcomes

• willingness to understand what the team has to offer and get the best from them and support the SLT to provide a strengthened school-wide consistent approach

• awareness of good practice and research that may support improvement

• consistency with staff, parents and pupils, being someone they can confidently communicate with, who provides them with rational and dependable messages

• insight to deploy additional resources wisely for the benefit of pupils

• vision to build on the current foundations reaching ‘Good’ and strengthening, developing and securing these at pace for our pupils and community with the passion and drive to help us on our path to ‘Outstanding’.

Leaders are supported by the Diocese of Norwich Education Academies Trust (DNEAT). Ofsted (May 2018) reported that they ‘*speak highly of the value added to their provision through becoming part of the family of Trust schools’* and that ‘*vacant posts are offered not just as jobs, but as career development opportunities’* in a ‘*culture of collaborative learning’* We can therefore offer you:

· *peer to peer networking, collaboration, challenge and support*

· *geographically focussed development opportunities within a south western hub of academies including dedicated support from a key professional*

· *investment in your professional development and future career*

· *opportunities to contribute to the development of a growing organisation and trust- wide improvement initiatives*

· *access to a support offer enabling you to focus more on leading, teaching and learning*

· *a research-based approach to academy improvement that builds capacity from within*

· *a values-led approach that underpins the attitudes and behaviour of individuals and the family of Church academies*

Don’t miss the opportunity to find out more by reading our information pack and visiting our website at www.thomasbullock.dneat.org

We strongly encourage potential candidates to visit the school to experience what it has to offer, although understand that this may not be possible. Please contact Jennie Ward on 01362 820300 to arrange a visit.

The post holder will need to be able to communicate effectively in English both orally and in writing in order to undertake the requirements of the role.

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 school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Closing date:  Thursday 9 July 2020 at 3pm**

**Shortlisting: Friday 10th July 2020 after 2pm**

**Suggested Interviews: Friday 17th July 2020**

**Taking up post: January 2021**

How to apply: A job pack, DNEAT Application and person specification for this role are available from “Attachments”. For further details and to complete an online application form, please view the advert at www.educationjobfider.org.uk and follow the instructions detailed in how to apply. We regret that, for safeguarding reasons CVs will not be accepted and only applications on the specified application form will be consider

**Thomas Bullock Church of England Primary Academy Deputy Headteacher** Selection Criteria/Person Specification:

Qualifications

* Qualified Teacher Status
* Degree or equivalent
* Further Leadership Qualifications desirable
* Established and evidenced practice as a highly effective teacher over a prolonged period
* Evidence of safeguarding training
* Experience of leading, teaching or supporting in multiple settings and across EYFS, KS1 and KS2
* Experience in Leading English or Maths across the school
* Experience of Senior, Phase or Year group leadership with whole school responsibility
* Experience of data and assessment analysis, PiXL experience desirable
* Experience of working in a school with a Christian ethos, not necessarily a CE school.

Responsible

* To teach students at Thomas Bullock in an engaging manner
* To develop the curriculum and act as our trust Curriculum Champion, attending and dispersing training effectively
* To act as our English Subject Lead, developing others within the team and in reading and writing and developing a consistent approach to QFT of English across the school
* For developing the curriculum and managing middle and subject leaders alongside of the HT and SLT
* Carrying out responsibilities linked to developing teaching and learning across the school
* Improve pupil progress through excellent practice across the curriculum
* Alongside of SLT and Subject Leaders, to develop an assessment system as curriculum champion
* Support the Headteacher to further engage our parents and community

Professional Development

* Evidence of a commitment to own professional development within the realm of leadership and teaching and learning
* Highly effective classroom practitioner
* Proven ability to raise standards in classrooms other than their own
* Experience of leading teaching and learning initiatives beyond their own classroom
* Excellent understanding of the components which comprise highly effective teaching and learning
* Ability to give effective feedback to colleagues about professional performance
* Experience of coaching and/or mentoring colleagues, NQTs and Students
* Experience of conducting lesson observations and giving feedback
* Always sharing best practice consistently, including in books, WW’s, progress and lessons
* Committed to ensuring safeguarding and Health and Safety working practice
* Pupil progress meeting experience and an ability to develop and support the management of others performance

Knowledge

* Excellent use of formative and summative assessment and attainment information to improve practice, raise standards and close gaps
* Promotes good learning relationships and high attainment in an inclusive environment
* Vision for the developments of teaching learning and curriculum enhancement
* Strategies to enhance teaching and learning especially when confronted with inconsistency and resilience
* Support others to identify interventions of therapies pupils may need
* Awareness of the latest developments and initiatives in education
* Deep knowledge of the new National Curriculum
* In depth subject knowledge of English and Maths as a minimum
* Knowledge and understanding of Talk for Writing and Maths Mastery would be desirable
* Secure subject knowledge across a broad range of subjects
* Strong ability to use IT for impactful learning

Skills and experience

* Interest and excitement at developing a strong, progressive, knowledge and skills based curriculum with clear opportunities for experiential learning developing into connected cross-curricular learning
* Successful implementation of Teaching and Learning across a whole school
* Consistently demonstrates at least good classroom practice
* Ability to inspire and motivate staff and students by conveying true enthusiasm
* Excellent interpersonal and communication skills, helping to form relationships with staff, students, parents and our community
* Ability to effectively present
* Confident and proactive problem solver- self-motivated and self-disciplined
* The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience and confidence
* Developing high quality learning strategies and monitoring learner progress to raise attainment
* Evidence of achievement in teaching across Early Years and Key Stages 1 & 2
* Working effectively as a middle or senior leader or currently leading a key responsibility/development within a team
* Experience of contribution to the professional development/mentoring of colleagues
* Effective use of Assessment for Learning to engage learners as partners in their learning
* Ability to establish curriculum development, assessment, coordination and coaching
* Development of partnerships with other schools/networks

Personal Attributes

* Reliable, punctual and responsible
* Enjoys valuable CPD and self-education through research
* Calm and constructive management of problems as they arise
* Ability to work well with a team and track record of positive relationships with staff, parents, pupils and leadership
* Flexible to jump in and out of class when necessary, including covering other classes

**Thomas Bullock Church of England Primary Academy**

**Deputy Headteacher Job Description**

School: Thomas Bullock Church of England Primary Academy

Contract: Full time permanent

Purpose:

* To assist the Headteacher in the day-to-day running of the the school and deputise in her absence
* To model and lead the improvement of teaching and learning skills of staff which will impact significantly on pupil progress
* To lead on interventions to “diminish the gap” and ensure that all children make good progress
* To support the consistent development and improvement of the quality of teaching and learning across our school
* To lead and manage day to day in all year groups across the school
* To teach pupils in the 4-11 age range (as required) in all aspects of the statutory and the agreed school curriculum
* 60% Teaching commitment including PPA. 40% leadership time.

Responsible to: The Headteacher and Governing Body

General Duties: To carry out all duties of a school teacher as set out in the current School

Teachers’ Pay and Conditions document, the Professional Teachers Standards and school policies.

Key responsibilities as a member of the Headship Team:

1. To support the Headteacher with the overall leadership and management of the school including:
2. To support and promote the school’s ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.
3. To set a high standard professionally and personally and to set a good example.
4. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
5. As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data
6. To contribute to the strategic direction and development of the school, including updating the school’s Self-Evaluation Form and the development, implementation and monitoring of the SIDP based on school self-evaluation
7. As an additional DSL, be a member of the Child Protection Team; liaise with the SENCo and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies, including non-negotiables.
8. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
9. Take an active role in recruitment of staff, as required
10. To identify Continuing Professional Development needs of staff and lead Inset as necessary, supporting others to lead insets regularly
11. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
12. To work with and report to all stakeholders including parents/carers, FOSS, Thomas Bullock Trust and governors, as appropriate
13. To take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Headteacher.
14. Actively seek best practice in other schools and share with the SLT practice that would further enhance our provision.
15. To carry out SLT duties and cover the responsibilities of the Headteacher as appropriate and with prior consultation, undertake any reasonable task which may be delegated by the Headteacher
16. To have experience in mentoring and/or coaching
17. To positively share and model excellent practice with all

Key responsibilities and duties within your classroom practice and phase:

1. Working with the inclusion team, set high expectations and promote high standards of pastoral, social and educational development across the school
2. To coordinate and manage effective learning through QFT across the year groups
3. To support Pupil Progress meetings by attending and to support in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum, and those leading the curriculum areas
5. To have a significant impact on the educational progress of pupils across
6. To monitor and review impact and identify areas for development across the year group
7. To ensure that creative and stimulating learning environments encourage and facilitate children’s development and independence
8. As part of the Headship Team to take responsibility to support the Headteacher and Inclusion Team to improve the vision to extensively ‘Close the Gap’, supporting the tracking of pupil progress carefully using assessment data to impact on achievement
9. To support, supervise and monitor year group and whole-school therapies and have on-going professional dialogue based on children’s progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

Key responsibilities and duties of a Subject Leader (English):

1. To lead, coordinate and manage effective learning and teaching across the school
2. To lead, develop and manage the curriculum across the school
3. To have a significant impact on the educational progress of pupils in the curriculum subject
4. To monitor and review impact and identify areas for development across the school
5. To offer inset staff training, planning support, team teaching, always model best practice including in books
6. Support the development of good practice for teaching over time: Environment, Books, Planning, Progression, Assessment and Curriculum

Key responsibilities and duties of the curriculum champion:

1. Vision for the developments of teaching, learning and curriculum enhancement
2. Ability to disseminate information from the trust and lead positive change in our school
3. Support others to identify interventions of therapies pupils may need in all areas of the curriculum
4. Awareness of the latest developments and initiatives in education
5. Deep knowledge of the National Curriculum across a range of subjects
6. In depth subject knowledge of English and Maths and its connectivity across the curriculum
7. Knowledge and understanding of Talk for Writing and Maths Mastery would be desirable
8. Strong ability to use IT for impactful learning
9. Clear understanding of knowledge, skills and progression of subject

General duties:

1. Lead assemblies on a weekly basis, supporting our collective worship
2. Support and cover classes, when necessary
3. Organise students/volunteers timetabling and play a supportive role as line manager.
4. Support the virtual learning and computing team to maintain the website to meet statutory requirements and be ‘Ofsted Ready’
5. Support the organisation of fundraising and charity events and work alongside of FOSS, the church and Thomas Bullock Trust
6. Lead on developing outstanding subject and middle leadership through meetings and the dissemination of training as school curriculum champion
7. Have strategies to enhance teaching and learning especially when confronted with inconsistency and resilience

**Thomas Bullock Church of England Primary Academy** - **An Overview**

**We have:**

* 7 classes
* 4 Full time teachers
* 5 Part time teachers
* 7 Teaching Assistants
* 4 MSAs
* 2 Clerical Staff
* 3 Premises Staff

**School meals are prepared on site, provided by Aspens.**

**Please visit our website for more information**

**Thomas Bullock Church of England Primary Academy** benefits from a good, spacious building, with enviable outdoor spaces, which together provide a great setting for excellent teaching and learning, indoors and outdoors. We have recently enhanced our outdoor learning opportunities by improving environmental and gardening facilities. Our next steps are to ensure that our curriculum embraces these opportunities and that we make best use of them.

We have a hard-working team of staff, committed to take our academy forward. There is a good range of teaching experience and together with well behaved and respectful children, we look forward to making really positive, rapid improvement.

The Thomas Bullock Trust funds other opportunities such as music tuition and funding for trips and educational activities for all children at the academy.

**The main focus areas for our Single Change Plan (school development plan) during the current academic year are:**

Assessment for Learning:

1. Review the impact on pupil’s progress of the recently implemented policy; agree non-negotiables for best practice and ensure consistency of application across the academy Quality of Teaching
2. Agree non-negotiables for teaching and learning across subjects with a particular focus on Maths Other areas identified:
3. Building the capacity of middle leaders for improvement

Subject Specific:

1. Improve the teaching of writing and encourage more writing across the school.

**The Curriculum at Thomas Bullock Church of England Primary Academy**

At Thomas Bullock Church of England Primary Academy, we aspire to make learning engaging, interesting and fun. Our curriculum is broad and balanced and enjoyable for the children...and adults!

English and maths accounts for most of every morning where the children are encouraged to push themselves and select challenges that are exactly that...a challenge! Where possible, our maths and English work is linked to the topic being learnt at that moment in time. For information about English and Mathematics, please use this link: http://www.thomasbullock.dneat.org/learning/curriculum/

Here is an overview of the topics covered by our current curriculum map:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A1 | A2 | Sp1 | Sp2 | Su1 | Su2 |
| YR | Animals | Magical Me/Christmas | Dinosaurs | Space | Living and  Growing | Traditional Tales |
| Y1 | Australia | Explorers | Into the Woods | Plants | Transport | Animals |
| Y2 | An Asian Adventure | | Let’s Grow! | | Food and Farming | |
| Y3 | Africa | Prehistory | Rivers | Egyptians | Plants | Trees |
| Y4 | Rainforests | | It’s all Greeks | | When in Rome | |
| Y5 | Exploring Europe | | Building Bridges | World War 2 | The Anglo  Saxons | |
| Y6 | Here We Come America! | | History  of Transport | Local Study | The Vikings | World Festival £5 Project |

This link will give you more detail of our curriculum for the 2019-2020 academic year:

http://www.thomasbullock.dneat.org/learning/curriculum-maps/ If you would like any further information on our curriculum, please contact the school office.

Shipdham is one of the largest villages in Norfolk. Part of the village is a designated Conservation Area under the 1967 Civic Amenities Act. Norwich is about 18 miles to the east with King’s Lynn to the west, a little further away at about 23 miles. Shipdham is on the A1075 between the market towns of Watton and Dereham and the village stretches for nearly two miles along the main road. Most of its housing is on the southern side and along the main road among the houses are a few shops and businesses.

The earliest known reference to Shipdham is in the 11th Century soon after William the Conqueror’s entry into Britain. However, it was not then known as Shipdham but is thought to be the village recorded as ”Thorpe” – an old Norse word for “village”. As such, it is mentioned in the Domesday Book and was relatively important.

**Getting in Touch:**

Address: Pound Green, Shipdham, THETFORD, IP25 7LF Phone Number: 01362 820300 Email: office@thomasbullock.dneat.org

Headteacher: Mrs Shannon O’Sullivan

Chair of Governors: Jan Pierson

Website: www.thomasbullock.dneat.org Ofsted Report: Thomas Bullock Church of England Primary Academy

Trust Website: www.dneat.org

**How To Find Us:** *We are centrally located: 15 miles from Norwich, 5 miles from Dereham, 10 miles from Swaffham, 19 miles from Thetford and 25 miles from Kings Lynn*

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**The Diocese of Norwich Education and Academies Trust (DNEAT)**

**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 and accountability does not rely exclusively upon regulation.*

Thomas Bullock Primary Academy is part of this family of academies.

**This year our priorities are to:**

• Continue to raise standards *in reading, writing and maths and make sure that all children make as much progress as possible*

• Develop our workforce *via excellent training, and by identifying and sharing talent and best practice*

• Improving the way we communicate *with our academies at every level*

More detailed information about how this will be achieved can be found in the DNEAT Strategic Change Plan *(available for reference at interview).*

**What are the benefits of being part of DNEAT?**

**1. Doing things right**

Trust governance:

• Ensuring compliance with recognised governance practices and frameworks

• Development and dissemination of Trust Core Policies

• Small Schools Review response

• Clerking support and quality assurance

• Provision of Governor Improvement Associates

• Facilitating Academy Improvement Reviews

• Development of GovernorHub as a resource and a repository for the MAT

Local governance:

• Annual timetable of meetings, and resources (agenda/designed governor resources/templates/skills/self-assessment) to support local governors

• Development of Critical Guide to Questioning

• Quality assurance visits and reports

• Training – standard offer plus specific face to face training

• Chair of Governors’ termly forum

• Bespoke support to each local governing body

• PEX/Complaints/Grievance Panels including clerking and support

Performance Management:

• Teachers’ appraisal data capture and statutory reporting to Trustees and Unions

**2. Staying safe**

• A cycle of safeguarding audits

• Health and Safety audits

• General Data Protection Requirement (GDPR) updates and training

• Rapid response to safety issues

• Support for HR concerns and liaison with EPM

• Finance support and budget management

**3. Improving together** Quality and Accountability:

• Academies Group Executive Principal bespoke support and challenge

• Termly, quality assured Academy Improvement Review

• Annual Effectiveness Review (led by Ofsted inspector)

• Leadership capacity reviews as needed

• Quality Assurance of Local Governing Body function

Improvement and Development:

• Assess to DNEAT ‘tools’ (Single Change Plan format, Operational Overview format, Head teacher’s report/SEF format, SOAP)

• Regular Ofsted updates

• Support before, during and after Ofsted inspection (and SIAMS inspection)

• Comprehensive Continuing Professional Development programme (100 events) to include moderation of work opportunities for all year groups

• Annual Staff CPD event

• Annual Support Staff CPD event

• Senior and middle leader networks (heads, deputies, SendCos, Subject leads, Early Years Leads)

• Deputy Headteacher Regional Alliance

• Brokerage and subsidy of Better to Best offer (linked to regional priorities)

• Externally brokered Pupil Premium Reviews and Impact Assessments

• Externally commissioned Trust wide GL Assessments

• Bespoke Trust wide opportunities (Shirley Clarke – Assessment for Learning)

• Assessment and data analysis support

• HMI project

• Involvement in Strategic School Improvement Funded projects

• Trust wide celebrations – The Big Sing

**And that’s not all! Please ask for a tour to find out more! **