



Diocese of Norwich
Education and
Academies Trust



**The Bishop's
Church of England
Primary Academy**

Headteacher

A photograph of three young children sitting in a large, round wicker basket. The child on the left is a boy with short brown hair, wearing a dark blue school jacket, with his mouth open in a joyful expression. The child in the middle is a boy with short blonde hair, wearing a dark blue school sweater over a white collared shirt and a blue and yellow patterned jacket. The child on the right is a girl with blonde hair, wearing a red hooded jacket and red sunglasses. The basket is set against a background of green grass and a blurred outdoor setting.

**“Kindness, Courage,
Community and
Wisdom. These are our
guiding stars on our
Journey.”**

Oliver Burwood

CEO

The Diocese of Norwich Education and Academies Trust

CONTENTS

4

Welcome to the Academy

5

Introduction Letters

8

Trust Aims & Values

9

DNEAT Model of Learning-Centred Leadership

10

Trust Benefits for Schools

12

Local Area Information

13

Careers in our Trust & Wellbeing Support

16

Application Q&A

17

Job Description & Person Specification

23

How to Apply

24

DNEAT Family



Welcome to The Bishop's Church of England Primary Academy

The Bishop's Church of England Primary Academy is proudly situated in Thetford, a historic market town in the heart of Breckland, Norfolk. Its location on Canterbury Way places it within a diverse and growing community, offering families easy access to both local amenities and the natural beauty of the surrounding Norfolk countryside.

Bishop's CofE Primary Academy is a vibrant, nurturing school community committed to helping every child "live life in all its fullness" within a safe, happy and inclusive environment. The academy proudly serves families in Thetford, offering high-quality teaching from Nursery through to Year 6, with a strong focus on supporting the whole child - academically, socially, and emotionally.

As part of the Diocese of Norwich Education and Academies Trust (DNEAT), the school benefits from a rich network of expertise, diverse communities and shared best practice, all dedicated to ensuring children thrive and grow.

Children are at the heart of everything the academy does, supported by a skilled and passionate school team that provides a broad curriculum, bespoke transition packages, nurture provision, and therapeutic support such as speech and language therapy and mental health guidance. The academy's strong sense of community, clear values and commitment to children's wellbeing make it an inspiring place to learn, grow and succeed.

For more information about Diocese of Norwich Education and Academies Trust, please view our Trust page on [Education Job Finder](#)

Letter from the CEO

Dear Prospective Headteacher,

Thank you for your interest in this role.

The Diocese of Norwich Education and Academies Trust (DNEAT) is one of the two Diocesan Trusts within the Diocese of Norwich. We now comprise 41 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 95%. We continue to work hard to improve pupil outcomes. At KS2, for example, the combined measure 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 school Trust, with real buy-in and mutual support; this means we are a great place to work. We would be delighted to speak to you if you are interested in this role.

I do hope you will consider taking an application forward.

Yours sincerely,

Oliver Burwood



CEO



Letter from the Interim Headteacher

Dear Prospective Headteacher,

Welcome, and thank you for your interest in The Bishop's Academy.

Choosing where to build the next stage of your career is one of the most important professional decisions you will make. I hope that, as you read about our academy, you will gain a sense of the ambition, warmth and opportunity that define our school community.

The Bishops Academy is a school with a strong moral purpose. We serve a wonderfully diverse community in an area where many families experience significant disadvantage. This context shapes our work, but it does not define our expectations. Instead, it strengthens our determination to ensure that every child receives an exceptional education, feels valued and is equipped with the knowledge, skills and character to thrive in life.

At the heart of our success is a culture of care. Relationships matter here. We know our pupils well, we support our families with compassion and we invest wholeheartedly in our staff. Visitors frequently comment on the warmth of our school, the positivity that exists throughout our classrooms and corridors, and the genuine sense that people enjoy working and learning together.

Our staff are our greatest asset. They are talented, committed and united by a shared belief that every child can succeed. We work collaboratively, celebrate one another's successes and continually challenge ourselves to be even better. Professional development is not an added extra - it is part of who we are. We believe that when we nurture our staff, they are able to deliver the very best for our children.

We are also a school with ambition. Our improvement journey has gathered real momentum, and we are proud of the progress we have made together. Yet we are far from complacent. We know there is more to achieve, and we are excited about the future. This is a school that embraces innovation, values courageous leadership and believes that sustained excellence is built through teamwork, determination and a relentless focus on what is best for children. This vacancy represents more than simply joining a new school. It is an opportunity to become part of a community that is making a genuine difference every day. For the right candidate, it offers the chance to contribute meaningfully to our continued improvement, to shape the lives of our children and to leave a lasting legacy. Your ideas, expertise and passion will be welcomed, and your impact will be seen.

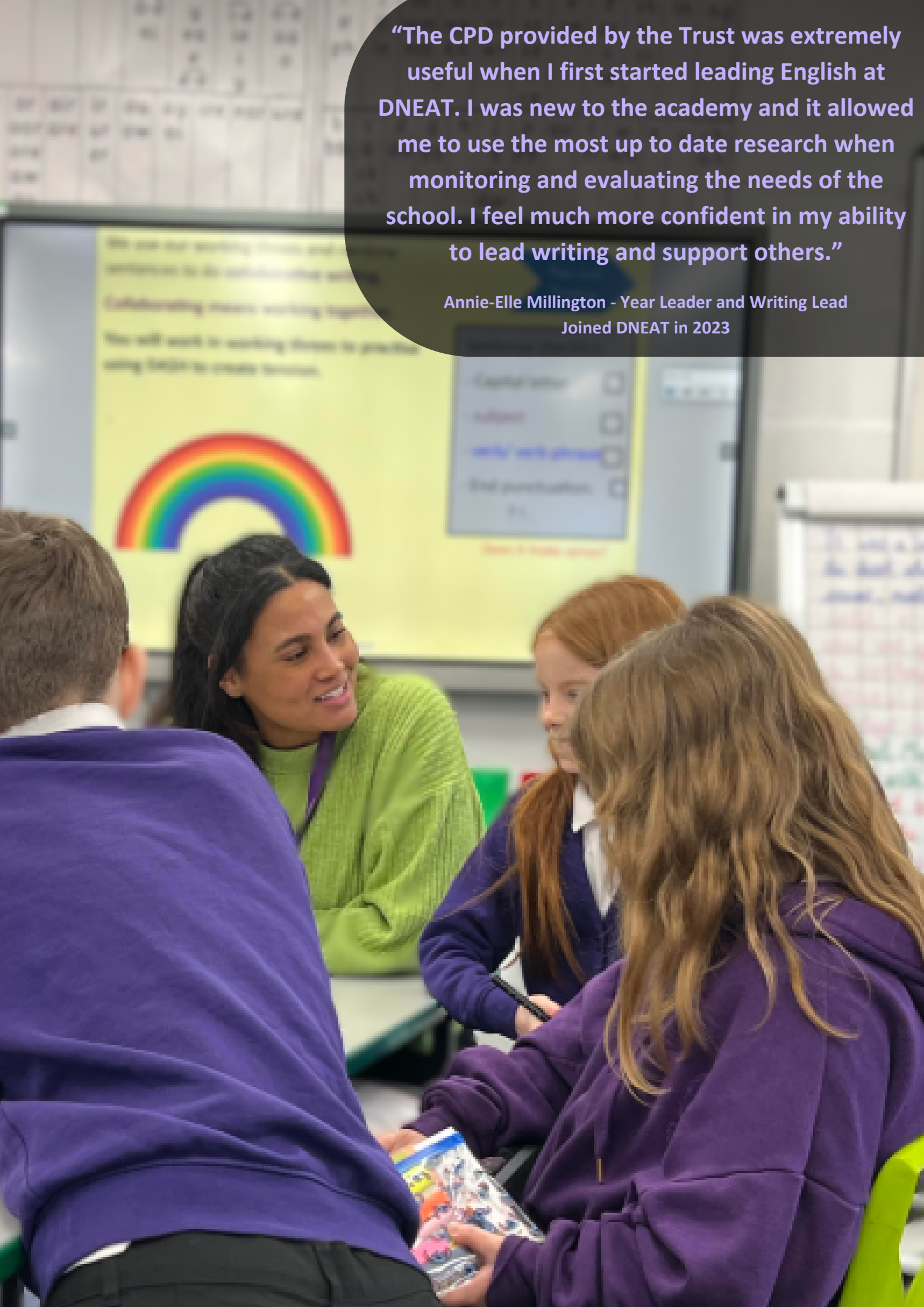
If you share our belief that every child deserves the very best, if you thrive in a collaborative environment and if you are excited by the opportunity to help shape the next chapter of The Bishop's Academy, then we would be delighted to hear from you.

Yours sincerely,

Heather Madsen
Interim Headteacher

“The CPD provided by the Trust was extremely useful when I first started leading English at DNEAT. I was new to the academy and it allowed me to use the most up to date research when monitoring and evaluating the needs of the school. I feel much more confident in my ability to lead writing and support others.”

**Annie-Elle Millington - Year Leader and Writing Lead
Joined DNEAT in 2023**



Trust Aims and Values

We are collectively working to provide the best we can for the children, young people and communities we serve.

We make no apologies for having high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values.

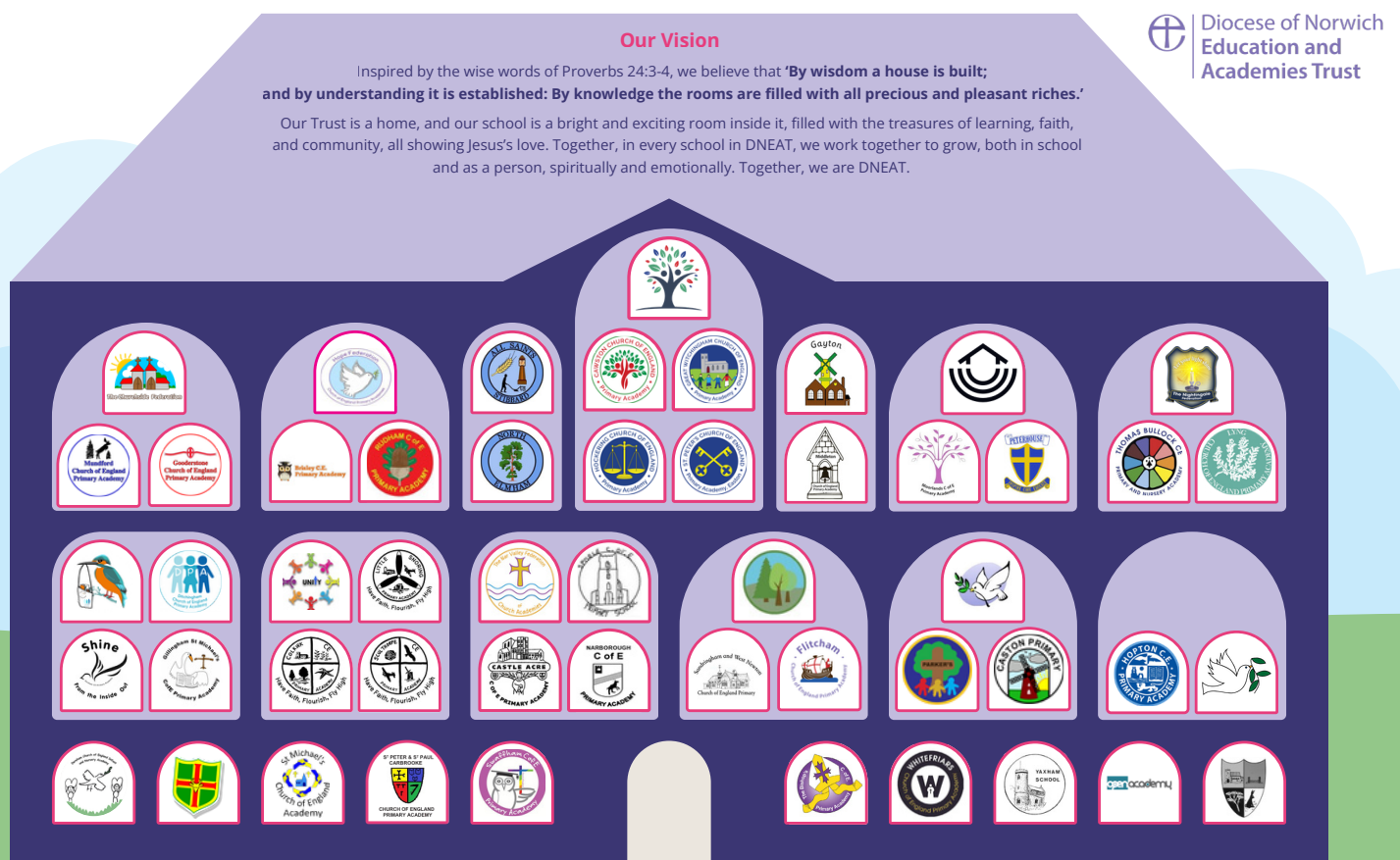
The Christian vision and values that shape our culture and practice

Our passion and ambition is to see children in all our schools achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. This shapes our ethos and culture whereby all working or volunteering within our academy trust should 'walk and talk' our Christian vision and values. A desire to see all truly flourish and to be inclusive organisations, welcoming those of all faiths and none, is at the heart of our approach.

We try to live all Christian values but have selected kindness, courage, community and wisdom as the key ones for our Trust. These are our guiding stars on our journey. That means we put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

TCP Areas

- **School Improvement:** Changes to support the ongoing improvement of the Trust's schools for its children.
- **Workforce:** Changes to support the ongoing development of the Trust's staff.
- **Finance and Operations:** Changes to support the best deployment of the Trust's financial resource.
- **High Quality and Inclusive Education:** Changes to support the development of SEND provision and outcomes for vulnerable pupils.



Our Values – At the heart of our Trust are four important values: **kindness, courage, community, and wisdom**. These link to and reflect the values of our Church of England school.

With **kindness** we show respect and care for each other.

With **courage** we face challenges and do the right thing with confidence.

In **community** we support one another, just like Jesus taught us.

Through **wisdom** we help everyone learn and grow as people.

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.

Trust Benefits for Schools

Quality and Accountability

- Academies Group Executive Principal (AGEP) 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 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

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:
 - Senior leader networks (heads, SENDCOs, subject 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/Julian Teaching School Hub
- 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 Governor Hub 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

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 and Cycle to work scheme
- Legal support e.g. banning parents and liaising with DBS and TRA

Local Area Information

County of Norfolk

Norfolk is a ceremonial county in the East of England and East Anglia. It borders Lincolnshire and The Wash to the north-west, the North Sea to the north and east, Cambridgeshire to the west, and Suffolk to the south. The largest settlement is the city of Norwich.

The county has an area of 2,074 sq mi (5,370 km²) and a population of 859,400. It is largely rural with few large towns: after Norwich (147,895), the largest settlements are King's Lynn (42,800) in the north-west, Great Yarmouth (38,693) in the east, and Thetford (24,340) in the south. For local government purposes Norfolk is a non-metropolitan county with seven districts.

The west of Norfolk is part of the Fens, an extremely flat former marsh. The centre of the county is gently undulating lowland; its northern coast is an area of outstanding natural beauty, and in the south is part of Thetford Forest. In the east are the Broads, a network of rivers and lakes which extend into Suffolk. The area is protected by the Broads Authority and has similar status to a national park. The geology of the county includes clay and chalk deposits, which make its coast susceptible to erosion.

There is evidence of Prehistoric settlement in Norfolk. In the Roman era the region was home to the Iceni, whose leader Boudica led a major revolt in AD60. The Angles settled the area in the fifth century, and it became part of the Kingdom of East Anglia. During the later Middle Ages the county was very prosperous and heavily involved in the wool trade; this allowed the construction of many large churches. In 1549 Norfolk was the scene of Kett's Rebellion, which unsuccessfully protested the enclosure of land. The county was not heavily industrialised during the Industrial Revolution, and Norwich lost its status as one of England's largest cities. The contemporary economy is largely based on agriculture and tourism.

Waveney Valley - Suffolk

Waveney was a local government district in Suffolk, England, named after the River Waveney that formed its north-east border. The district council was based in Lowestoft, the major settlement in Waveney. The other towns in the district were Beccles, Bungay, Halesworth and Southwold.

The district was formed on 1 April 1974, under the Local Government Act 1972, as a merger of the municipal boroughs of Beccles, Lowestoft and Southwold, along with Bungay and Halesworth urban districts, Wainford Rural District and part of Lothingland Rural District. The population of the district at the 2011 Census was 115,254

Waveney district was merged with Suffolk Coastal district on 1 April 2019 to form the new East Suffolk district.

The Waveney Valley runs along the border between Norfolk and Suffolk, with the counties separated by two rivers: the Little Ouse and the River Waveney. The 'ey' part of Waveney translates as 'river' so the River Waveney is in fact a tautology.

The Homersfield bridge, built in 1869 stretches over the River Waveney at Mendham, it is the oldest concrete bridge in the UK and is a grade II listed structure. Daniel Defoe is quoted as saying "The River Waveney is a considerable river, and of a deep and full channel, navigable for large barges as high as Beccles; it runs for a course of about fifty miles, between the two counties of Suffolk and Norfolk, as a boundary to both; and pushing on, tho' with a gentle stream, towards the sea...".

CAREERS IN OUR TRUST

CONTINUOUS PROFESSIONAL DEVELOPMENT

With extensive professional development opportunities on offer for all DNEAT staff, we have an experienced, high-quality workforce, confident of their career development within the Trust. We invest in our employees with a wide range of apprenticeships, internal workshops and training courses to upskill our employees and enable them to thrive in their career progression.



PENSION SCHEME

If you are eligible, you will be auto-enrolled into a pension scheme based on your job role:

- Teachers' Pension Scheme - Headteachers and Teachers
- Local Government Pension Scheme (Norfolk Pension Fund) - Support Staff



HOLIDAY AND SICK PAY ENTITLEMENTS

The Trust complies with the national terms as written within The Green Book (Support Staff), Burgundy Book (Teachers) and the School Teachers' Pay and Conditions Document.



FAMILY FRIENDLY & WELLBEING POLICIES

A family friendly focus remains imperative within the Trust and employees are put at the forefront of thinking when such policies are devised.

Policies such as the *Maternity Leave Policy* offers both Statutory Maternity Leave (SML) and Occupational Maternity Leave (OML), depending on length of continuous service, and the *Paternity Leave Policy* allows employees to have 2 weeks of leave at full pay. The *Menopause Policy* encourages positive attitudes towards peri-menopause, menopause and post-menopause ensuring employees feel able to ask for adjustments in order to continue to work safely and comfortably in their working environment.



BLUE LIGHT CARD

The [Blue Light Card](#) now welcomes education staff to its list of eligible individuals to benefit from more than 13,000 discounts across various sectors, including retail, hospitality, entertainment, travel and more. The Blue Light Card is a third-party benefit not directly provided by the employer and incurs a small fee for membership.



CYCLE TO WORK SCHEME

Our cycle to work scheme offers you the ability to save money on the cost of a new bike and cycling accessories. Plus, you get to spread the cost over your monthly salary and shop with a retailer that suits you. With BHN extras, you can also save up to 15% on a huge range of physical and digital gift cards from big name retailers including ASOS, Costa, M&S, Nike and many more.



BANNATYNE GYM DISCOUNT

Save on membership with a 7.5% discount off full access memberships and no joining fees.



VALUES-LED APPROACH

A values-led approach based on Christian principles that underpin the attitudes and behaviours of individuals and the family of academies.



Wellbeing Support

At DNEAT, we're committed to creating a supportive and inclusive environment for everyone.

DNEAT's Menopause Workplace Pledge

By signing this pledge - supported by Bupa and BSI - we're taking meaningful steps to ensure that those experiencing menopause feel understood, respected, and empowered at work.

This is more than a pledge - it's a promise to listen, to support, and to lead with compassion.



Accessing Support

We run a Wellbeing Champion and Menopause Ambassador network across the academies and central teams, who aim to:

- Promote a culture of openness and support around wellbeing
- Offer an understanding point of contact and normalise conversations around menopause and mental health
- Share practical resources and information
- Encourage work-life balance practices and staff-led initiatives



Mental Health First Aider

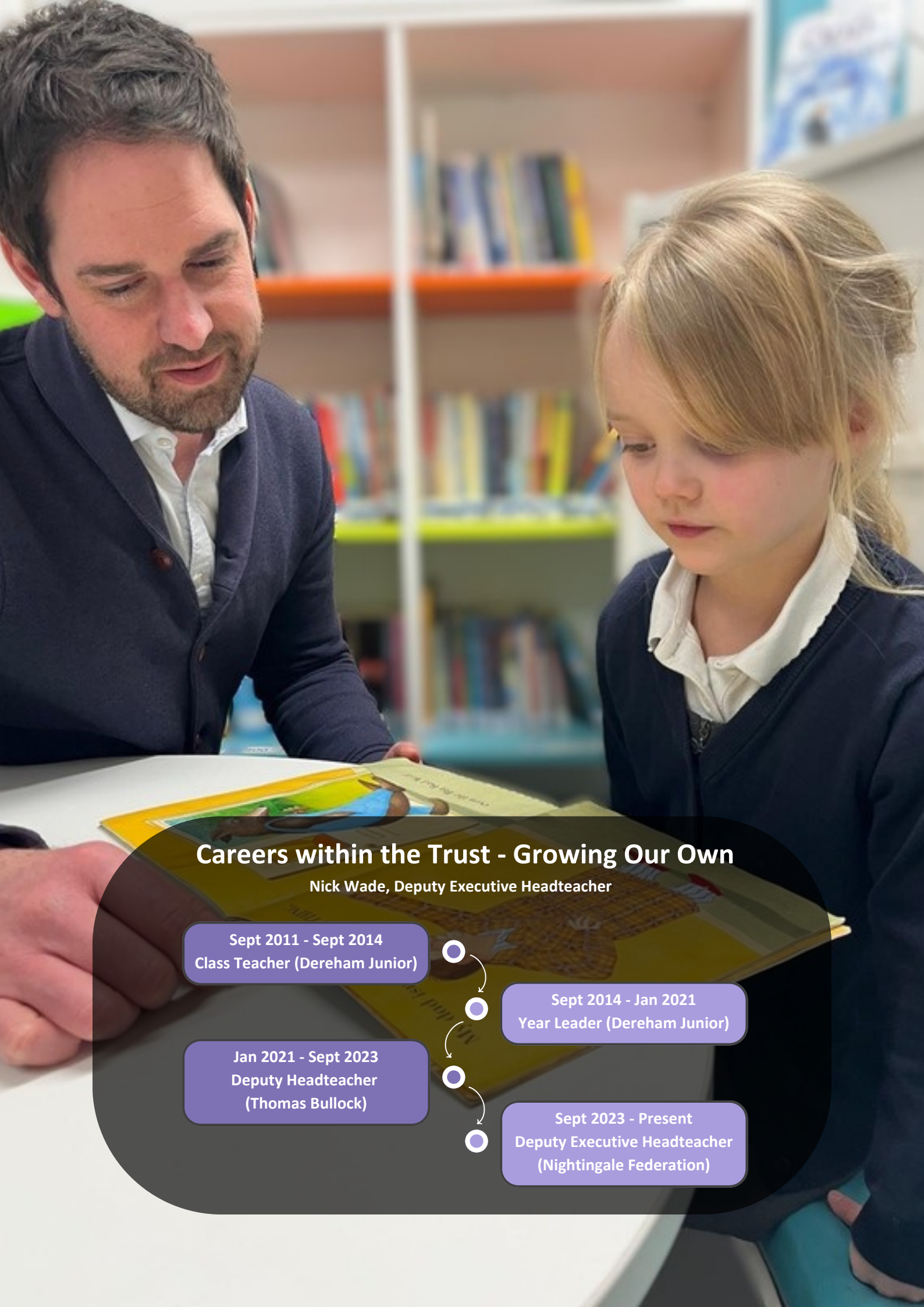
A number of academy, trust and HR employees are Mental Health First Aider trained to be able to support colleagues experiencing poor mental health and allow us to promote and maintain a healthy workplace.



Spectrum Life

Our Employee Assistance Programme, is free to all of our employees. The service provides personalised health and wellbeing content, access to resources and connections to digital health services, including 24/7 clinical support and counselling access.





Careers within the Trust - Growing Our Own

Nick Wade, Deputy Executive Headteacher

Sept 2011 - Sept 2014
Class Teacher (Dereham Junior)

Sept 2014 - Jan 2021
Year Leader (Dereham Junior)

Jan 2021 - Sept 2023
Deputy Headteacher
(Thomas Bullock)

Sept 2023 - Present
Deputy Executive Headteacher
(Nightingale Federation)

APPLICATION Q&A



Q: HOW CAN I MAKE MY APPLICATION STAND OUT?

- Read the advert, person specification & job description and apply your knowledge and experience to the criteria of the role within your application.
- Submit your application before the closing date & time.
- Fill in all sections of the form as guided. The application form contains questions which comply with Keeping Children Safe in Education (KCSIE) guidelines and is a key part of our Safer Recruitment process.
- Please note we don't accept partially filled application forms or CVs.

Q: WHAT DO I WRITE IN MY PERSONAL STATEMENT?

Using the essential and desirable criteria from the person specification and the duties in the job description, share they key evidence of how your previous employment history, qualifications and skills to evidence how you meet the needs of the role.

If you are looking to move into the education sector, then be sure to explain why you are interested in the role and the opportunity to develop in a new career field.

Q: WHAT HAPPENS IF I AM SHORTLISTED?

Shortlisted candidates will be sent an email containing details of the interview process, including the date/time, location and what to expect. You will also be asked to bring along key documents, such as your ID to evidence your Right to Work, your relevant qualification certificates etc.

You will be given the opportunity to request any reasonable adjustments to support you within the recruitment process.

Remember to reply to the email to confirm your attendance to the interview.

Q: WHO CAN I USE AS A REFERENCE?

- Your first reference must be your current employer, or your most recent employer. If you work in education already, this should be your present Headteacher.
- Your second reference needs to be from your previous employer.
- We do not accept character references and educational references can only be used if you have worked one role and have left education recently.
- Please note that we reserve the right to request further or alternative references from applicants.

Q: HOW WILL MY DATA BE HANDLED WHEN PROCESSING A DBS CHECK?

For more information, please review our [Secure Handling of information provided by the Disclosure and Barring Service \(DBS\) Policy](#) on the Trust Website.

Q: IF I AM APPOINTED, IS MY OFFER OF EMPLOYMENT SUBJECT TO CONDITIONS AND PRE EMPLOYMENT CHECKS?

Yes. All of our offers of employment are conditional and subject to the relevant pre-employment checks for the role.

These will be detailed on the offer letter and completed before your start date. This includes:

- Verification of ID and proof of address
- Verification of the right to work in the UK
- At least two satisfactory references
- An Enhanced DBS and Barred List Check
- Pre-employment Health Clearance
- Verification of relevant qualifications
- Online check

Where required, we will also complete overseas checks, childcare disqualification, teaching prohibition and section 128 checks.

All checks are in compliance with **Keeping Children Safe in Education** and the **Disclosure and Barring Service Code of Practice**.

For further information, please see our Safer Recruitment policies by following the below links:

- [Recruitment and Selection Policy & Procedure](#)
- [Recruitment of Ex-Offenders Policy Statement](#)



Job Description: Headteacher

The Diocese of Norwich Education and Academies Trust and The Bishop's 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 (AGEP) / DNEAT CEO
Grade	Leadership, Points L18 - L24 £78,702 - £91,158 per annum
Hours	Full Time, Permanent Contract
Location	Based at The Bishop's 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 Committee, Diocese of Norwich Education and Academies Trust with clear information, advice and recommendations regarding strategic development and standards.
- To attend the Local Governing Committee 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 the Diocese of Norwich Education and Academies Trust's Chief Operating Officer and other senior 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 all teaching and non-teaching staff.

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 rooting in our Christian values as demonstrated in the life and teachings of Jesus Christ.

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.

Job Description Reviewed by:	Oliver Burwood, Chief Executive Officer
Date:	July 2026

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 CEO 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.

Person Specification: Headteacher

The Diocese of Norwich Education and Academies Trust and The Bishop's 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 (AGEP) / DNEAT CEO
Grade	Leadership, Points L18 - L24 £78,702 - £91,158 per annum
Hours	Full Time, Permanent Contract
Location	Based at The Bishop's 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	• Qualified Teacher Status	• National Professional Qualification for Headship • Designated Safeguarding Lead training.
Experience	• Demonstrate experience of senior leadership, as a Deputy Head, Assistant Headteacher or equivalent. • Experience working within schools larger than a single form of entry. • Experience of leading whole school initiatives with evidence of positive impact on outcomes for pupils. • Leadership of a core curriculum area. • Teaching across the primary age range. • Experience of using assessment systems and data analysis.	• 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.
Knowledge and Understanding	• 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.	

	Essential Criteria	Desirable Criteria
Skills and Abilities	• 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.	
Personal Qualities	• 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.	
Other Requirements	• 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.	

Person Specification Reviewed by:	Oliver Burwood, Chief Executive Officer
Date:	July 2026

How to Apply



Please complete the application form fully via the 'Apply Now' button on Education Job Finder.

You will be asked to log in or create a Teacher Booker account so your application can be processed through our Applicant Tracking System. Please ensure you use an email address that is regularly monitored to receive updates on your application.

If you have any questions about the role, please do get in touch by contacting the academy directly via the contact details on the advert.

Please also keep a look out for further opportunities via the [Trust Vacancy Page](#) or our [Education Job Finder Page](#).



Additional Information

- The 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.



[Dereham Church of England Infant and Nursery Academy.](#)



[Dereham Church of England Junior Academy.](#)



[Docking Church of England Primary Academy.](#)



[St Michael's Church of England Academy.](#)



[The Bishop's Church of England Primary Academy.](#)



[The Open Academy.](#)



[St Peter & St Paul Carbrooke Church of England Primary Academy and Nursery.](#)



[Whitefriars Church of England Primary Academy.](#)



[Swaffham Church of England Primary Academy.](#)



[Yaxham Church of England Primary Academy.](#)

THE DNEAT FAMILY



Churchside Federation

[Gooderstone Church of England Primary Academy.](#)



[Mundford Church of England Primary Academy.](#)



Dove Federation

[Caston Church of England Primary Academy.](#)



[Parker's Church of England Primary Academy.](#)



Eden Federation

[Cawston Church of England Primary Academy.](#)



[Great Withingham Church of England Primary Academy.](#)



[Hockering Church of England Primary Academy.](#)



[St Peter's Church of England Primary Academy, Easton](#)



First Light Federation

[Hopton Church of England Primary Academy.](#)



[Kessingland Church of England Primary Academy.](#)



Flourish Federation

[All Saints Stibbard Church of England Primary Academy and Nursery.](#)



[North Elmham Church of England Primary Academy.](#)



Hope Federation

[Brisley Church of England Primary Academy.](#)



[Rudham Church of England Primary Academy.](#)



Kingfisher Federation

[Ditchingham Church of England Primary Academy.](#)



[Earsham Church of England Primary Academy.](#)



[Gillingham St Michael's Church of England Primary Academy.](#)



Nar Valley Federation

[Castle Acre Church of England Primary Academy.](#)

[Narborough Church of England Primary Academy.](#)



[Sporle Church of England Primary Academy.](#)



St Matthew's Federation

[Gayton Church of England Primary Academy.](#)



[Middleton Church of England Primary Academy.](#)



The Ark Federation

[Moorlands Church of England Primary Academy.](#)



[Peterhouse Church of England Primary Academy.](#)



The Nightingale Federation

[Lyng Church of England Primary Academy.](#)



[Thomas Bullock Church of England Primary and Nursery Academy.](#)



The Sandringham Federation

[Flitcham Church of England Primary Academy.](#)



[Sandringham and West Newton Church of England Primary Academy.](#)



Unity Federation

[Colkirk Church of England Primary Academy.](#)

[Sculthorpe Church of England Primary Academy.](#)

[Little Snoring Community Primary Academy.](#)

OUR ACADEMIES AND FEDERATIONS