



Dear Applicant

Teaching Assistant & Midday Supervisory Assistant vacancy at Dilton Marsh C of E Primary School

Welcome to Dilton Marsh C of E Primary School and thank you for your interest in this post. We hope the information enclosed in this pack inspires you to apply for this role which is so crucial to the future of our school.

The Acorn Education Trust

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. Our mission: to “prepare young people for their world in their time” through excellent leadership, excellent teaching and excellent learning is at the heart of all that we do. In every Acorn school you will see:

- active and visible leadership
- care, support and challenge
- opportunities for all
- respect, recognition and resilience
- needs of all are paramount.

Kingdown School is the founding school alongside Dilton Marsh Church of England Primary School and The Avenue Primary School. Acorn now serves 10 schools (2 secondary and 8 primary). The schools are organised into 3 hubs – 2 are primary and each one is led by an Executive Headteacher. The third is the secondary hub overseen by the CEO; currently Kingdown School, Warminster and The Clarendon Academy in Trowbridge.

The Trust is led by Sara Edwards CEO. Finance and HR are centrally organised and led by Fiona Simpson (Head of Finance) and Anna Williams (HR Director) respectively. Shared services in IT, premises, catering, PE/Sport (primary) and SEND are developing across all schools.

One of the Trust’s main operational objectives is to ensure the Headteacher focuses on leading teaching and learning, so the business element is mainly managed by Trust staff. Reducing back office staff by sharing resources, improving IT and school to school support is keeping each school financially healthy and directing as much money as possible into teaching and learning. As mentioned in the acrostic above, professional development is a key priority and we hope that whoever joins Dilton Marsh C of E Primary School will see the potential career opportunities within Acorn.

The Directors maintain overall responsibility for all Trust schools, however they delegate many tasks to each school Academy Council of Governors through the scheme of delegation. The latter are the guardians of:

- the standards in the school
- the safety of the students and staff
- the management of the finances and assets
- the school’s identity and community ethos.

The Dilton Marsh C of E Primary School Academy Council works collaboratively with the Senior Leadership Team to ensure high challenge and support.

Acorn Education Trust
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Acorn Education Trust, a private charitable
company limited by guarantee. Registered
in England and Wales.
Company Number 7654902.

The School

Dilton Marsh Church of England Primary School is a popular village school in the charming village of Dilton Marsh on the Wiltshire/Somerset border between Bath and Salisbury. Lying to the west of Westbury there are good rail and road links to Bath, Bristol, Salisbury and the South West. Dilton Marsh C of E Primary School is part of the Acorn Education Trust and as such gives the opportunity to work effectively with other schools in the Trust.

Graded outstanding by Ofsted and SIAMS, the aim of the school is to provide a safe, happy, caring, creative and nurturing learning environment where everyone is valued and encouraged to reach their full potential. There is a shared passion for learning and life together with respect for others and the environment. Within the Christian ethos of tolerance and respect the school promotes positive attitudes and understanding of different beliefs, races and cultures to create caring citizens. Children are encouraged to become independent and resilient learners, with the ability to learn from mistakes and accept challenges.

Your application

We hope you will feel excited about this opportunity and we look forward to hearing from you. We strongly encourage prospective candidates to visit our school to experience our warm and friendly school community first-hand. Please contact Stephanie Coleman, School Administrator, to make an appointment or for an informal conversation about the role at sc@diltonmarsh.wilts.sch.uk or by telephone 01373822902.

If you feel that you have the qualities we are looking for and you want to work alongside a group of dedicated professionals, please read the job advert and the basic job profile carefully and complete the application form, including any additional information about yourself in **Section 8** of the application form.

We usually receive a good many applications for the posts that we advertise and really want to appoint the very best person for the job, so please do ensure that your application form does you, your skills, and experience, justice and gives us a really good first impression of you. Please do ensure that you provide all of the information requested in full.

This job involves working with young people is deemed as a regulated activity and as such we will be required to complete identity checks and the successful person will be required to go through the Disclosure and Barring Service and identity checks. Please also include the **full details of at least three referees on section 5**, ensuring that you let us have full contact details, including an email address.

Please apply by noon on the closing date of **Friday, 8th November 2019**, by emailing your application to Stephanie Coleman at sc@diltonmarsh.wilts.sch.uk. If you have not heard from us by **11th November 2019**, please assume that your application has not been successful.

With many thanks for your interest in Dilton Marsh C of E Primary School

Yours sincerely



David Middleton
Chair of Acorn Education Trust Directors



Sara Edwards, CEO Acorn Education Trust