



The Office
Moat Farm
Marsh Lane
Stoke Mandeville
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Dear Applicant,

On behalf of the Oxford Diocesan Bucks Schools Trust (ODBST), I would like to thank you for your interest in our vacancy.

We are a multi-academy trust formed as part of the commitment by the Diocese of Oxford to excellent education for academies. Operating across Buckinghamshire (including Milton Keynes), we are building on the success of our sister MAT, which has over 30 academies across Oxfordshire and Berkshire. We are about to take on our seventh academy and have an ambitious and exciting programme of growth.

We believe that by building effective relationships between our schools and by encouraging our schools also to play their fullest part in the existing networks to which they belong, that we can work collaboratively raise attainment and ensure schools improve together.

In the same way that we are committed to the highest professional standards from our staff, we ensure that all our schools have high aspirations for their pupils, not just in the key curriculum areas but in those wider aspects of education that ensure our young people leave school fit to be caring and effective citizens in the world of tomorrow.

ODBST is a place where all are welcome; both C of E schools and community schools, for staff and pupils of all faiths and none, where academic excellence abounds and where pupils and staff are enabled, valued and encouraged to become outward looking, resilient learners and professionals.

David Cousins

CEO, Oxford Diocesan Bucks Schools Trust

Oxford Diocesan Bucks Schools Trust

Background

ODBST is a Diocesan Multi Academy Trust (MAT) established by the Oxford Diocesan Board of Education (ODBE) in September 2017 to provide an organisation for schools seeking to become an Academy within a MAT.

ODBST is open for schools within the Buckingham episcopal area (which covers Buckinghamshire and Milton Keynes). It is a mixed MAT; any school is able to apply to join:

- voluntary controlled, voluntary aided, academy or community;
- primary or secondary;
- mainstream or special;
- self-converter, and eventually sponsored.
- Free Schools

ODBST supports its unique schools to excel. The vision is for our schools to be afforded as much autonomy as possible, with maximum devolved powers from the Board of Trustees. Each academy is supported to strive for excellence, with a dedicated core team in partnership with the Oxford Diocesan Board of Education.

Growth of ODBST

It is anticipated that ODBST will eventually grow to be a 'Large Sponsor' with as many as 30 schools in the Trust. The pace at which this growth happens will depend upon the demand of the schools (as The Oxford Diocese's current policy is for Church schools to come to their own decision about whether academisation is right for their own circumstance) as well as the permission of the Secretary of State for Education.

It is hoped that Free Schools will also form part of the Trust; with the significant housing growth across Buckinghamshire, and in line with the ODBE strategy to ensure new communities are able to access the excellent education offered by Church of England schools, the Trustees have agreed to apply for Free School opportunities within the hub areas of the Trust.

The ODBST Vision and Values

Our purpose is clear. We want our pupils to achieve all that they possibly can and, in doing so, that they and their families experience the best quality of education and care.

Our mission is to empower our unique schools to excel. This is operated through a high level of accountability devolved to each Local Governing Body (LGB) and supported by a "School to School" improvement model, facilitated by a core team of experienced professionals (i.e. ex-head teachers, lead inspectors) at the centre of the organisation.

Our vision is for all that we do across our trust to be rooted in the Christian values of: wisdom, knowledge and skills; hope and aspiration; for building the community and living well together, as well as for dignity and respect.

Our schools will be highly autonomous with their commitment to Focus on excellence in core skills, ensuring they offer a broad and balanced curriculum, are central to their community, and work collaboratively with other schools in the Trust.

Our learners and their families are also at the centre of all we do; empowered to learn and achieve; valued within our school as resilient, active and responsible citizens; served so that they develop and thrive (intellectually, socially, culturally and spiritually); aspire to educational excellence and reach their fullest potential.

Our Trust will enable strong and effective leadership that is supported and challenged to recruit, train and retain quality staff; be passionate about being the best that they can be; provide opportunities for enriched learning and pathways for all pupils, and work with governors to make decisions at a local level.

Trustees will relentlessly focus on improvement; embody our values in their contacts with our schools; celebrate success and build partnerships to develop schools with and for those we serve.

ODBST Central Services

Central services are funded through a 6% service charge from each academy's GAG to provide the ongoing support for ODBST schools to run effectively. ODBST academies are provided with the following:

Curriculum:

- Termly visits from a Trust School Improvement Partner to monitor and advise on progress
- Unlimited telephone and email access to advice from experienced ODBE advisers
- Support for OFSTED and SIAMS inspections (three visits in year one)
- Specialist RE support and advice (three visits in one year)
- Support for collective worship (three visits in one year)

School Improvement:

- A bespoke package of school improvement support visits provided by ODBST officers and ODBE advisers
- The opportunity to buy in service from Oxford Brookes University
- CPD improvement training

Human Resources:

- Assistance with the TUPE process for existing staff
- Advice and process for the appointment of new Headteachers

- Recruitment advice and sample contracts
- Disciplinary advice
- Appraisal training and advice
- Leadership and organisation training
- Induction training
- Headteacher performance management
- Provision of policies which use Buckinghamshire CC policies as a benchmark

Finance:

- Accounting and Budgeting software
- Training and support for PS Financials
- Monthly management accounts
- Salary and payroll administration
- Help with procurement of services

Governor Support:

- Telephone and email advice
- Administration of Governor appointment process
- Local Governing body induction and training
- Clerking advice and support

Buildings:

- Help with preparation for funding bids
- Access to consultant advice
- Existing property development advice
- Maintenance advice
- Visits by a premises officer

Appeals:

- Advice on admissions policies
- Unlimited telephone and email advice from the ODBE Appeals Officer
- Provision of templates and guidance through the appeals process
- Access to appeals related training courses

Guidance for Applicants

We look forward to receiving your application and these notes are intended to help you make the best application possible, which should be done using our form.

The information you provide will help us understand how you meet the requirements of the job and so helps us to short-list candidates for interview. Our shortlisting decisions are based solely on the information you supply in your application so that we can ensure fairness.

Please refer to the job description and person specification. It helps us if you can relate your knowledge, skills and experience to the points in the person specification.

While we may not shortlist all candidates who meet the essential criteria, we guarantee to interview all disabled applicants who do.

You must include your complete work history in your application, including any times where you were not working and the reasons for this. We need this as the successful applicant will need to complete a DBS check.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at ODBST will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates.

Equal Opportunities

We will use the information provided by you on the Equal Opportunities Monitoring Form to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not be taken into account in the selection process.

Work Permits

We are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

Data Protection

The information you provide as part of your application will be used in the recruitment process. We will hold your data securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be destroyed after six months. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.