



Head of School Job Application Swainswick School



BATH & WELLS
Multi Academy Trust

"That they may have life, life in all its fullness" John 10:10



Head of School Required Leadership L1 – L7 Permanent, Full-Time

Key information about Swainswick Church School, Bath. BA1 8DB	
NOR: 85	Ofsted May 2023 - Good
Our priority is to maintain and build further on the current high standards.	SIAMS March 2023 - Excellent
Are you an experienced leader who:	We can offer you:
Is passionate about each child being provided with an innovative and exciting learning experience that enables every learner to thrive.	An exciting opportunity for support and development in the next phase of your career.
Is committed to working within our school Christian ethos, embracing the school's values which include compassion, courage and service.	A committed and enthusiastic staff team, who is keen to get the best for the pupils.
Has excellent interpersonal and communication skills and is an attentive listener and team builder.	Experienced and committed governors.
Can demonstrate impact in a leadership role within a primary school.	Happy pupils who appreciate school and the adults who support them.
Values and strives to engage with and make productive use of the school's strong links within and around the local community.	Great support from an effective MAT team and a collaborative group of local schools to work within.
Is outward facing and committed to collaboration and trust-wide working	High quality CPD to develop your leadership skills.
For more information and to apply:	
Arrange a school visit:	enquiries@swainswick.bwmat.org
Recruitment Pack:	Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)
Completed applications:	hr@bwmat.org
For further information, please contact the school's Assistant Director of Education faye.bertham@bwmat.org	

Closing date: **12:00pm, Monday 20th May 2024**

Shortlisting date: **Monday 20th May 2024**

Interview dates: **Online call with CEO/DCEO, Wednesday 22nd May 2024**

Panel assessment and interview, Thursday 23rd May 2024

This post will commence in **September 2024**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS and all relevant pre-employment checks.



Letter from our Chairs of Governors

Dear Applicant,

Thank you for your interest in the post of Head of School at Swainswick Church School.

We hope our information pack provides you with some insight into our unique school. This post has become available due to the promotion of our current Headteacher, who has successfully led our school for the last 7 years. Swainswick is a small school just outside the centre of Bath with 85 pupils on roll. The school received an ungraded inspection in May 2023 and evidence from the inspection found that the school could have been judged outstanding if it were to receive a graded inspection. The school was also awarded 'Excellent' in our SIAMS Inspection in March 2023.

Small schools and mixed year groups provide wonderful opportunities for children to interact with each other regardless of their age. Our children are confident, have good cooperation skills and are able to establish positive relationships. Together with a growth mind set attitude and philosophy, mixed year groups enable our children to embrace challenge with a smile. We are very proud of our children; they enjoy learning, they are supportive of each other, they are polite and respectful, they work hard and make good progress.

Often, when people come to visit Swainswick, they will refer to the tangible feeling of warmth and a strong sense of community that radiates within our school. There is a dedicated team of staff and governors, who work in partnership with the Trust and our parents, in order that the needs of each and every child in our care can be fully met.

Our vision, 'Let Your Light Shine', and our values permeate the distinctively Christian ethos of our school. Swainswick Church School really is a "light set on a hill" (Matthew 5:14), and it is a beacon of hope to the world around because of the light that the children shine.

On behalf of the Governing Body, thank you again for your interest in this position. We look forward to receiving your application.

Yours sincerely,

Paula Malone and Jess Price

Co- Chairs of Governors





Key Information

About The Role and Application

Position	Head of School at Swainswick School
	Full time
	Permanent
ISR	L1-L7
Start date	September 2024
Address	Innox Lane Upper Swainswick Bath BA1 8DB
Phone	Telephone: 01225 859279
Email	enquiries@swainswick.bwmat.org
Closing date	12:00pm, Monday 20 th May 2024
Shortlisting date	Monday 20 th May 2024
Interview dates	22 nd and 23 rd May 2024
Completed applications	hr@bwmat.org
Arrange a school visit	enquiries@swainswick.bwmat.org
Recruitment Pack	Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)
Assistant Direct of Education	For more information, please email faye.bertham@bwmat.org

About the School:		Outcomes	
Pupil Numbers	85	GLD	73%
Number of	3	Phonics	100%
Classes		KS1 Reading	83% EXS/+ 25% GDS
		KS1 Writing	83% EXS/+ 17% GDS
% Pupil Premium	5%	KS1 Maths	75% EXS/+ 33% GDS
% SEN Support	21%	KS2 Reading	80% EXS/+ 40% GDS
% EHCP	0%	KS2 Writing	90% EXS/+ 20% GDS
% EAL	0%	KS2 Maths	80% EXS/+ 20% GDS
		KS2 Combined	80% EXS/+ 10% GDS



Staff

Pupil

voice

Staff would like a Head of School who is:

- “ “ Approachable, understanding and has a wonderful sense of humour.
- “ “ An inspiring leader who is good at communicating with the whole community.
- “ “ Fun, creative, organised, engaged with the learning and has clear communication skills.
- “ “ Approachable, happy to step in, support and guide and able to laugh with others and at themselves.
- “ “ Supportive and allows teachers to have the autonomy to be creative and spontaneous to follow the children's interests.

Pupils would like a Head of School who:

- “ “ Is fun, creative, kind, helpful and dresses up for World Book Day.
- “ “ Likes animals, children and discos.
- “ “ Is kind, funny, happy and likes me!
- “ “ Is calm, has a sense of humour, and likes music and art.
- “ “ Listens carefully to the children and wants to make a difference.
- “ “ Is gentle and can play a musical instrument.



Job description

Bath & Wells Multi Academy Trust	
Job Title:	Head of School
Reports To:	Executive Headteacher



Job Purpose

The core purpose of the Head of School is to provide high quality professional leadership and management for the school, in consultation with the Executive Headteacher.

With the Executive Headteacher, Local Governing Committee and the Trust Leadership Team, the Head of School contributes to and proactively supports the vision, leadership and direction for the school and ensures that they are managed and organised to meet their aims and targets. In collaboration with the Executive Headteacher, the Head of School also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships and, in particular, those that promote the Christian ethos of the schools.

The Head of School is accountable to the Executive Headteacher, Local Governing Committee and the Trust Directors for ensuring the educational success of the schools within the overall framework of the BWMAT strategic plan as well as the strategic plans across the schools. They are responsible for the quality of teaching and learning, the internal organisation, management of the school and for leading and managing staff. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the school and the work of the wider organisation.

Main Responsibilities and Duties

The Head of School shall carry out their professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), National Standards of Excellence for Headteachers and the Financial and Human Resource policies and procedures of the Bath & Wells Multi Academy Trust (hereafter referred to as the Trust).

The following duties are to be carried out in consultation with as appropriate, the Executive Headteacher, Local Governing Committee, the Trust's Committee of Directors, The Trust's Central Senior Leadership Team and Central Team, the Diocese of Bath and Wells Officers, the staff and parents.

You will be the DSL for the school and will have the legal responsibility for dealing with the Safeguarding issues as described in the main duties and responsibilities.

Strategic Direction and Development

- Contribute to the development of a strategic view for the school within their Church community, identifying and determining the philosophy, overall aims and targets of the school.
- Contribute to and develop a strategic plan for the school, which is underpinned by sound financial planning and management, identifies priorities and targets aimed at raising achievement and is critical to sustaining school improvement.
- Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.
- Lead and support an ethos which provides a collaborative educational vision of excellence and direction which secures effective teaching and successful learning and achievement for pupils including sustained improvement in their spiritual, moral, cultural, mental and physical development.
- Ensure the commitment of all those involved in the school to the vision, aims and objectives.
- Ensure that the management and organisation of the school supports the vision, aims and objectives.

Learning and Teaching

- In accordance with the Trust's principles and policies and in consultation with the Executive Headteacher, determine, organise and implement a diverse, flexible appropriate curriculum for the school and implement an effective assessment framework.
- Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour, and discipline.
- Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of learning and teaching, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.
- Assess, monitor, and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning.
- In accordance with the BWMAT principles and policies and in consultation with the Executive Headteacher, produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.
- Monitor and evaluate the quality of learning and teaching across the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access.
- In conjunction with the Executive Headteacher, develop and maintain effective partnerships with parents, carers, the community, other schools, clergy, and the local worshipping communities. Extend pupils' learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.
- Participate, to such an extent as may be appropriate, and in consultation with the BWMAT Executive Leadership Team and the schools Local Governing Committee, in the teaching of pupils in the school, including the provision of cover for absent teachers.

Leading, Managing and Deploying Staff

- In consultation with the Executive Headteacher, Local Governing Committee and the Trust's Leadership Team, contribute to the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.
- Manage the arrangements for the deployment and effective allocation of work to and supervision of all teaching and support staff within the school, to maximise their skills and contribution to the improvement of the quality of the education provided and the standards achieved.
- In accordance with the Trust's policies implement and sustain effective systems for the effective induction of staff and the management of staff performance, participating in arrangements for the appraisal of own performance and the appraisal and performance management of teaching and support staff as appropriate.
- Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Local Governing Committee, the School Development Plan and the Trust, as appropriate.
- Provide teachers and staff with information they need in order to carry out their professional duties.
- Ensure that professional duties and conditions of employment as set out in local and national conditions of service, as modified by the Trust, for Head of School, teachers and support staff are fulfilled.
- Support, develop and maintain a decision-making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
- Foster and maintain relationships with organisations representing teachers and support staff.

Deployment of Resources

- In consultation with the Executive Headteacher, Local Governing Committee and the Trust's Central Team, identify appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.
- Under the direction of the Executive Headteacher, implement the sound financial management of the school in accordance with the Trust's requirements and any overarching regulations
- Make arrangements for the security and effective supervision of the buildings within and across the schools, including their contents and of the school grounds ensuring that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- Be accountable for the efficiency and effectiveness of the school to the Executive Headteacher, Local Governing Committee, the Trust's Directors, and the Diocese of Bath and Wells.
- In consultation with the Executive Headteacher, fulfil the tenets of the Trust Deed for the school.
- Foster and maintain good community relations by implementing Diocesan policy and liaising with Diocesan officers.
- Comply appropriately with the requirements of the Local Governing Committee and the Trust in respect of the strategic management and direction of the schools.
- Present a coherent, understandable and accurate account of the performance of the school in a form appropriate to a range of audiences including the Executive Headteacher, directors,

governors, parents and carers, maintaining and providing adequate and appropriate records, statistical data and returns.

Designated Safeguarding Lead

- Carry out the role of the DSL (*full role descriptor is attached*)

Supporting the work of the Bath and Wells Multi Academy Trust

- Develop and maintain the Christian ethos of the academy so that it is intrinsic and permeates all aspects of the academy's life and curriculum.
- Embed the Christian ethos in all aspects of academy life.
- Develop strong working relationships with Trust colleagues and contribute to collaborative working across schools.

Participate in the Trust's activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and the wider organisation in a local and national context.

Line Management

You will be managed by the Executive Headteacher and will have regular meetings. You will carry out the performance and appraisal cycle including Personal Development Plans with employees in the school.

Key Contacts and Relationships

- Executive Headteacher
- Central Senior Leadership Team
- Central Team
- Schools Local Governing Committee
- Trust Board of Trustees
- The Diocese of Bath and Wells
- Headteachers of local secondary schools
- Headteachers of local primary and special schools, particularly those primary schools that are members of the Trust
- Early Years providers
- Other services and agencies for children including social care, health care and the police

Working Environment

The majority of the work will take place within the school environment. There will also be some work undertaken away from the school site, including educational visits.



Person specification

Job Title:	Head of School
Reporting To:	Executive Headteacher

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher status • Recent safeguarding training • A commitment to work with relevant agencies to protect children and young people • Recent experience in senior management within a school • Experience in teaching EYFS/KS1/KS2 • Proven track record of successful collaborative and inspirational leadership, and delivery of learning • Experience in ensuring ambitious standards for all pupils • Experience in managing others and holding staff to account • Experience in ensuring a collaborative approach where staff views are shared in bringing about improvement • Experience in developing rigorous systems for measuring and managing performance • Experience in monitoring and improving the quality of teaching and learning • Experience in analysing performance data to inform personalised target setting • Demonstrable experience in translating local and national policy into a school context • Experience of developing good working relationships with all stakeholders • Evidence of continuous professional development • Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high performance 	<ul style="list-style-type: none"> • NPQH • Diocesan pre-headship training • Experience of working in more than one other school • Experience in managing a variety of curriculum areas • Experience in contributing to collaborative activities with partner schools • Experience of overseeing EYFS
Knowledge	<ul style="list-style-type: none"> • Knowledge of effective primary practices and effective assessment tools • Knowledge of efficient school governance and able to effectively support the school's local governing body • Knowledge of best practice / entrepreneurial approaches to school improvement, leadership and governance 	<ul style="list-style-type: none"> • Understanding of community-based learning

	<ul style="list-style-type: none"> • Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally, and globally • Have experience of multiagency working to support vulnerable children and families, and to promote excellent attendance 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to instil a strong sense of accountability in staff • Ability to articulate clear values and moral purpose • Ability to lead by example, with integrity, creativity, resilience, and clarity • Ability to compellingly communicate the school's vision and drive the strategic leadership, with a proven record of implementing strategies • Ability to ensure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom • Ability to establish an "open classroom" culture and sharing of best practice • Skilled in creating an environment where staff and pupils are motivated, supported, and able to develop • Ability to positively support the development and training of staff • Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent and fully compliant safeguarding practices • Ability to effectively exercise curriculum led financial planning • Ability to work collegiately with other schools and organisations, championing best practice • Ability to effectively challenge, inspire and influence others where appropriate • Ability to manage own workload and that of others • Ability to authentically promote the Christian ethos of the school • Ability to lead, manage and successfully implement change • Excellent organisational skills • Excellent problem-solving skills 	<ul style="list-style-type: none"> • Ability to work with political and financial astuteness, with clear principles centred on the school's vision • Outdoor Learning
Work-related Personal Requirements	<ul style="list-style-type: none"> • Committed to providing world class education for pupils • Enthusiastic about outdoor learning • Reflective, positive attitude and self-critical 	



	<ul style="list-style-type: none">• Excellent interpersonal and communication skills at all levels• Caring and respectful• Sympathetic to the Christian faith• Committed to supporting the aims of the wider Trust• Enthusiasm to participate in collaborative activities with other schools across the Trust and local community activities.• Must be able to speak fluent English.• Commitment to safeguarding and protecting the welfare of the children	
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Bath and Wells Multi Academy Trust

Welcome from our CEO

Dear applicant

Thank you for your interest in our schools. The Bath and Wells Trust is a family of schools and we work closely to support one another to deliver the highest quality experiences for our children. Leaders who apply to be part of our trust should be committed to our values, collaboration and working with other schools.

Our driving force is to ensure every school within our Trust provides an outstanding education for every child, enhanced by a distinctively Christian ethos. We want to provide every child with an outstanding education of the mind, body and spirit through: a creative, innovative, engaging curriculum underpinned by the Christian values of kindness, respect, forgiveness, perseverance and love.

We are all striving to be the best version of ourselves. We all have an important role to play in ensuring our BWMAT family positively impacts on the life chances of our children.

I hope that the information provided helps you to see yourself as a leader in our trust.

Nikki Edwards
Chief Executive Offer



Vision & Values

Read more at
[Bath and Wells Multi Academy Trust - Vision and Values \(bwmatacademytrust.org.uk\)](https://bwmatacademytrust.org.uk/vision-and-values)



The Trust Board has committed to 5 pledges in the Trusts 2023-2028 strategic plan to support our vision and values.



Read more at
[Bath and Wells Multi Academy Trust - Strategic Plan 2023-28 \(bwmatacademytrust.org.uk\)](https://bwmatacademytrust.org.uk/strategic-plan-2023-28)

BWMAT – Support for Schools

Being part of the BWMAT family, means that you get great support from our central team of experts.

School Improvement:

- Our school improvement approach is built on professional dialogue, strong insightful relationships, and ambition for all children.
- We know our schools well, with professional conversations detailing and sharing evidence such as pupil, staff and parent voice, data analysis, first hand feedback including school visits, triangulated with effective quality assurance.
- Through this relationship and approach, priorities for continued improvement are collectively identified and owned. A family approach ensures expertise and learning is shared at all levels.
- We have an education strategy that focuses on pedagogy, shared values, collective ownership and ambition for excellence.

HR:

Our HR team provides a bespoke people service for your school, working collaboratively with central team colleagues where appropriate. This includes:

- Maximising your organisational capacity
- Support with school or team restructuring
- Hearing and acting on staff voice
- Advising on best practice for managing staffing issues, performance management and appraisal systems
- HR health check

Finance:

Our finance team supports school leaders with the following areas:

- Preparation of annual budgets and three-year budget forecasts to ensure financial sustainability for schools
- Preparation of monthly management accounts identifying key variances against budget and projected year-end outturn positions
- Presentation of management accounts and budgets to Local Governing Committees
- Use of market leading budgeting software to provide effective budget setting and real-time forecasting
- Support to key stakeholders including offices staff, Headteachers and Local Governing committees
- Support office staff with budgetary spend against budget.

The central team also provides support with estates management, health and safety, IT, governance and media.

Employee offer

BWMAT recognises the importance of happy and healthy staff. We believe by involving, valuing and supporting staff in looking after their wellbeing that our staff feel a sense of belonging to our organisation

Health

Eye tests, contributions towards glasses for DSE use

Wellbeing

Wellness resources (e.g. mindfulness, resilience, work life balance monthly webinars)

Employee Assistance Programme through Care First. This is available to all employees for free. The service offers confidential expert advice, information and specialist counselling and support 24 hours a day, 365 days a year. Tel: 0800 174319

Many useful resources available via their website: www.carefirst-lifestyle.co.uk/ Username: SCC 001 | User password: ncil1234

We work with an Occupational Health Provider to ensure we are providing well-being support to staff.

Lifestyle Benefits

Generous annual leave entitlements for support staff
Annual staff survey and staff listening events– valuing our employees’ opinions

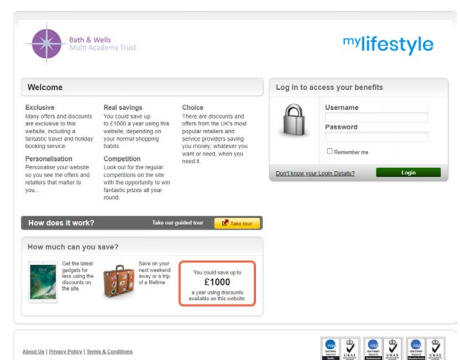
Positive relationship with trade unions and professional associations, meeting termly with recognised TU Representatives

An extensive BWMAT benefits platform including:

- Gym discounts
- Retailer discounts
- Dental insurance
- Medical insurance
- Free Will Writing Service

You will be provided with log in details to the benefits platform within your first month of service. The site is found here: <https://www.edenred.uk.com/>

Care first Supporting you 24hrs everyday



Employee offer

Support

- Values and Parish support - the majority of our schools have strong connections with their local parishes which are also available to provide support.
- Diocese of Bath and Wells support - information, advice and support is available on all matters related to bereavement. Please contact David Williams (Assistant Director of Education for Bath and Wells Diocese) - david.williams@bathwells.anglican.org
- Trust family - we ensure that every school within the Trust develops its own uniqueness, providing staff with a sense of belonging.



Career and training

- ECT training programme with our chosen provider – Pickwick.
- As an NPQ delivery partner, we encourage future leaders to access the official Church of England NPQ modules. Annual 'Teachmeets'. Here teachers are invited to share good practice, practical innovations and personal insights in teaching, in a fun and fast paced, informal event.
- Leading Teachers
- Continuous online learning through our training partner – Educare. .
- We hold a termly 'Leadership Induction Programme', made up of four modules, for all new leaders in the Trust.
- School Improvement curriculum networks – networking events, often led by external experts, allowing subject leads across the Trust to network together.
- HR & Finance Networking events – These are termly events where Business & Office Managers are invited to attend a networking event led by both the Central team Finance & HR. Here, Office & Business Managers will benefit from sharing best practice collaboration.
- SENDCO & Safeguarding hubs. Here is where schools within a similar geographical area attend termly networking events to develop the SEND offer and safeguarding practices within their own school.
- Apprentice Opportunities



Application process

We hope you find this pack will provide all the information you need in order to consider your application for this post. If, however, you have any further questions please email hr@bwmat.org

To apply please visit <http://www.bwmat.org/vacancies/> for the application form. Once completed please return the application form with a covering letter of no more than two pages in length.

Please send your application by email to hr@bwmat.org

Privacy notice

You can read our privacy notice for job applicants [here](#)

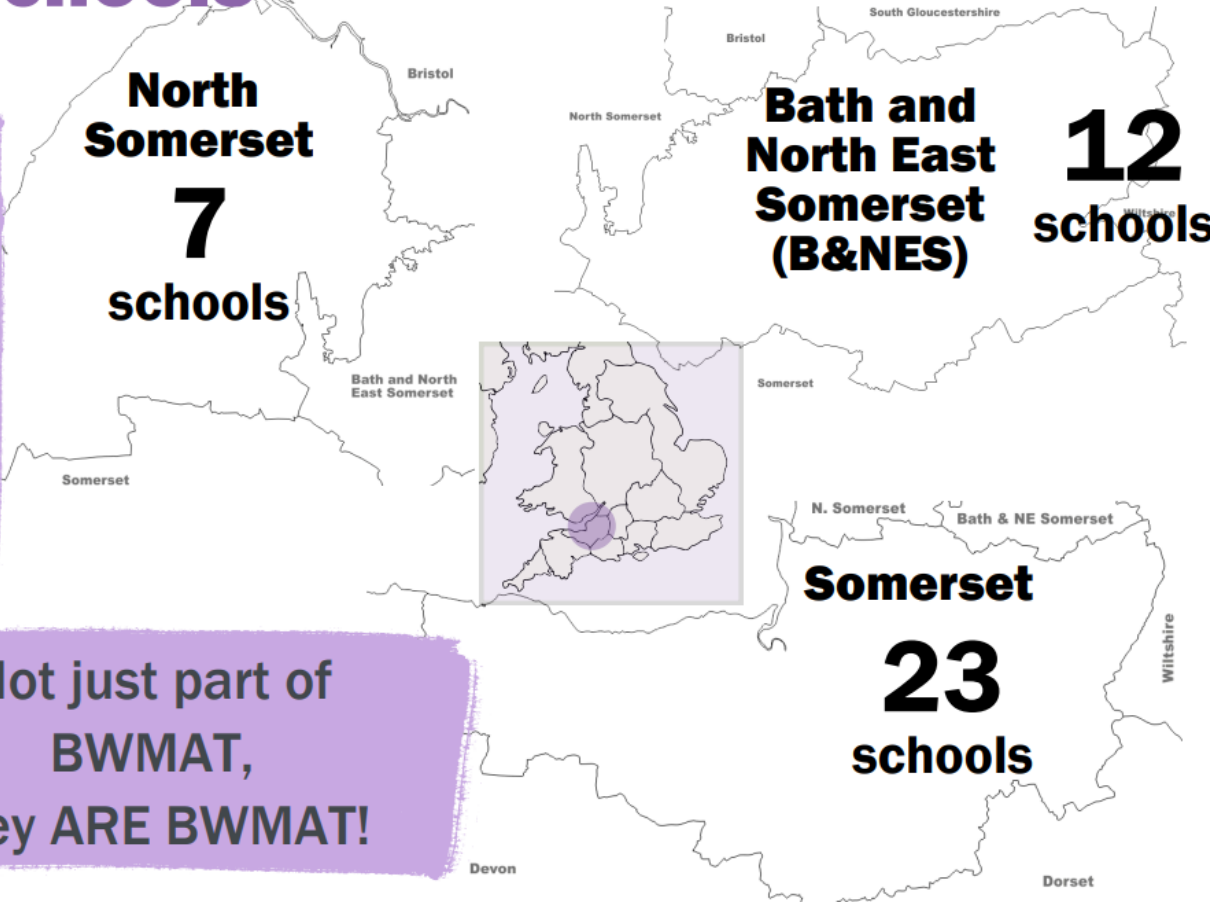


Our schools

42
schools

1382
staff

8000+
pupils



Not just part of
BWMAT,
they ARE BWMAT!



Head of School Application Pack