



# Headteacher Application Pack St John & St Francis Church School



## Headteacher Required Leadership L16 – L22 Permanent, Full-Time

St John and St Francis Church School <i>Westonzoyland Road, Bridgwater, Somerset</i>	
<b>Key Information:</b>	
NOR: 412	Age Range: 4-11
The school is achieving well and is ready for the next stage of its improvement journey, building on its success so far.	Ofsted outcome: Good (May 2022)
	SIAMS outcome: Good (January 2019)
<b>Are you an experienced senior leader who:</b>	<b>We can offer you:</b>
Is excellent at building relationships with pupils, staff and the parent community	Engaged and motivated pupils who are rightly very proud of their school
Able to drive improvement in an already successful school, using a breadth of evidence to identify strengths and areas for development	An excellent staff team of dedicated professionals who are committed to the school and its community
Strikes an effective balance between strategic leadership and the practical application of initiatives on the ground	An involved and supportive parent community who want the best for their children
Has a strong understanding of distributed leadership, able to support other leaders to be the best versions of themselves	Excellent support from an effective MAT and collaboration with other trust schools
Values collaboration and trust-wide working	High-quality CPD to develop your leadership
<b>For more information and to apply:</b>	
You are warmly invited to visit the school on the following dates:	Friday 10 <sup>th</sup> January 2025, 10.00am–11.30am Tuesday 14 <sup>th</sup> January 2025, 1.30pm–3.00pm Thursday 16 <sup>th</sup> January 2025, 8.00am–9.30am or 4.00pm–5.00pm Please email <b>Jo Halley</b> on <a href="mailto:jo.halley@sjsf.bwmat.org">jo.halley@sjsf.bwmat.org</a> to book.
Recruitment Pack:	<a href="https://www.bwmat.org">Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)</a>
Completed applications:	<a href="mailto:hr@bwmat.org">hr@bwmat.org</a>

**Closing date:** Wednesday 22<sup>nd</sup> January 2025, 12.00pm

**Shortlisting date:** Monday 27<sup>th</sup> January 2025

**Interview dates:** Tuesday 4<sup>th</sup> and Thursday 6<sup>th</sup> February 2025

*This post will commence in September 2025.*

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.

# 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 who work closely to support one another in order 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 excellent education for every child, enhanced by a distinctively Christian ethos. We want to provide every child with an excellent 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





# Letter from our Chair of Governors

Dear Candidate,

Thank you for your interest in the role of Headteacher at St John and St Francis Church School. We are thrilled that you are considering joining our vibrant and welcoming school community in Bridgwater.

If your passion lies in transforming the lives of young people—empowering them with the confidence, skills and knowledge they need to thrive—then we believe you could be exactly the leader we are looking for.

At St John and St Francis, we are immensely proud of our school. With 412 unique and inspiring pupils, a dedicated team of staff, and the strong support of our parents and governors, we are a community that values collaboration and continuous growth. Our "Good" OFSTED rating reflects our solid foundation, and we are now eager to build on this success and aim even higher.

We take pride in being a nurturing environment where wellbeing, resilience and self-belief are given as much importance as academic achievement. We strive to prepare our pupils to embrace the opportunities and challenges of the wider world with courage, kindness and ambition.

As our Headteacher, you will play a pivotal role in shaping the next chapter of our school's journey, inspiring our pupils, staff and wider community to reach their full potential. Your leadership will help us foster a culture of aspiration, where hard work and compassion go hand in hand.

We warmly invite you to visit us, meet our pupils and staff, and experience the unique energy and spirit of St John and St Francis Church School. We are confident you will see a school ready to soar to even greater heights under your guidance.

Thank you once again for considering this opportunity. We look forward to receiving your application.

Best wishes,

Chris Moore  
*Chair of Governors*



# Key Information

About The Role and Application	
Position	Headteacher of St John & St Francis Church School
	Full-time
	Permanent
ISR	L16 - L22
Start date	September 2025
Address	Westonzoyland Road, Bridgwater, Somerset TA6 5BP
Phone	01278 456918
Email	<a href="mailto:enquiries@sjsf.bwmat.org">enquiries@sjsf.bwmat.org</a>
Closing date	Wednesday 22 <sup>nd</sup> January 2025, 12.00pm
Shortlisting date	Monday 27 <sup>th</sup> January 2025
Interview dates	Tuesday 4 <sup>th</sup> & Thursday 6 <sup>th</sup> February 2025
Completed applications	Please email completed applications to <a href="mailto:hr@bwmat.org">hr@bwmat.org</a>
Arrange a school visit	<a href="mailto:jo.halley@sjsf.bwmat.org">jo.halley@sjsf.bwmat.org</a>
Recruitment Pack	<a href="https://www.bwmat.org">Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)</a>

About the School:		Outcomes 2024:	
Pupil Numbers	412	EYFS GLD	75%
No of Classes	14	Year 1 Phonics	69%
		Year 4 MTC	20.0 average score
% Pupil Premium	22.6%	KS2 Reading	75% EXS+ 19% GDS
% SEN Support	23.5%	KS2 Writing	73% EXS+ 15% GDS
% EHCP	4.6%	KS2 Maths	81% EXS+ 31% GDS
% EAL	21.1%	KS2 Combined	63% EXS+ 8% GDS

**Staff**

**Pupil**

*voice*

“ We’re such a good team – very committed and stable. ”

“ I love all the enrichment we do to make the curriculum come alive. ”

“ There’s a lovely ethos and environment at our school. We really look out for each other. ”

“ We all know the children and families well. ”

“ I love how we learn together and make friends. ”

“ The teachers are really kind. The whole school is really kind. ”

“ I love the community, the fields, the trees and I really like the wildlife around school. ”

“ I like learning. The teachers explain things very well. ”

“ There are a lot of fun subjects. We learn a lot in lessons. ”



# Job description



Bath & Wells Multi Academy Trust	
Job Title:	Headteacher
Reports To:	Assistant Director of Education & Chair of Local Committee
ISR:	L16–L22



## Job Purpose

The core purpose of the Headteacher is to provide high quality professional leadership and management for the school.

With the Local Governing Committee, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and objectives. The Headteacher also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships, and particularly those that promote the school's Christian ethos.

The Headteacher is accountable to the Local Governing Committee and the Trust Board of Trustees for ensuring the educational success of the school within the overall framework of the Trust strategic plan as well as the school's strategic plans. 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 wider organisational work.

## Main Responsibilities and Duties

The Headteacher shall carry out their professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), Headteacher Standards and the Burgundy Book, as amended or modified by 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 Local Governing Committee, the Trust's Board of Trustees, Trust Central Senior Leadership Team, Central Team, the Diocese of Bath and Wells Officers, Methodist Academies and Schools Trust, the staff and parents.

## **Strategic Direction and Development**

- Develop a strategic view for the school, identifying and determining its philosophy, overall aims and targets.
- Create 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.
- Create an ethos which provides a collaborative educational vision of excellence - which secures effective teaching and successful learning 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 its vision, aims and objectives.
- Ensure that the management and organisation of the school supports its vision and aims and objectives.

## **Learning and Teaching**

- Determine, organise and implement a broad, flexible, appropriate and progressive 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.
- 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 in the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access.
- 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, in the teaching of pupils in the school, including the provision of cover for absent teachers.

## **Leading, Managing and Deploying Staff**

- Take the lead role in 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 in 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 Trust 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.
- Ensure that teachers at the school receive 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 Headteachers, teachers and support staff are fulfilled.
- 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.

### **Designated Safeguarding Lead**

- Carry out the role of the DSL (see role description)

### **Deployment of Resources**

- In consultation with the Local Governing Committee and Trust Central Team, set appropriate priorities for expenditure, allocate funds, and ensure effective administration and management of all resources including staff.
- Ensure the sound financial management of the school in accordance with Trust requirements and any overarching regulations.
- Make arrangements for the security and effective supervision of the school buildings and 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 Local Governing Committee.
- Fulfil the tenets of the Trust Deed.
- 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 school.
- Present a coherent, understandable and accurate account of the school's performance in a form appropriate to a range of audiences including directors, governors, parents and carers, maintaining and providing adequate and appropriate records, statistical data and returns.
- Accountable for health and safety performance within the school



- Works closely with the LGC and executive in the preparation of the budget and 3-year forecast for approval by the Board in line with Trust budget principles
- Responsible for controlling costs and ensuring budget commitments are met
- Ensures compliance with all Trust financial policies and procedures
- Cooperates with auditors and implements their reasonable recommendations
- Responsible for delivering value for money through adherence to the procurement processes and purchasing limits.

### **Supporting the work of the Trust**

- Develop and embed the Christian ethos of the school so that it is intrinsic and permeates all aspects of the academy's life and curriculum.
- Develop strong working relationships with Trust colleagues
- Contribute to collaborative working across schools and be prepared to share best practice.
- Attend all the 'Essential' training across the academic year and ensure staff attend Trust events as required
- Complete the Headteacher Report for governors which is shared with the Trust
- Comply with and implement Trust policies and processes as required
- Know, understand and implement the Trust scheme of delegation

### **Line Management**

- You will carry out the performance and appraisal cycle including Personal Development Plans with employees in the school.
- Ensure that all staff have regular supervision – at least half termly
- Ensure all staff know who their line manager is and that their performance management and one to ones are completed.

### **Key Contacts and Relationships**

- Central Senior Leadership Team
- Central Team
- School's Local Governing Committee
- Trust's Board of Trustees
- Diocesan Education Officer
- 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 work will take place in the school environment, there will also be some work undertaken off of the school site, including educational visits.

# Person specification



<b>Job Title:</b>	<b>Headteacher</b>
<b>Reports To:</b>	<b>Assistant Director of Education &amp; Chair of Local Committee</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recent safeguarding training</li> <li>• Can demonstrate a successful track record as an experienced senior leader</li> <li>• Experience in teaching EYFS or KS1 or KS2</li> <li>• Proven track record of successful collaborative and inspirational leadership, and delivery of learning</li> <li>• Experience in ensuring ambitious standards for all pupils</li> <li>• Experience in managing others and holding staff to account</li> <li>• Experience in ensuring a collaborative approach where all staff views are shared in bringing about improvement</li> <li>• Experience in developing rigorous systems for measuring and managing performance</li> <li>• Experience in monitoring and improving the quality of teaching and learning</li> <li>• Experience in analysing performance data to inform personalised target setting</li> <li>• Demonstrable experience in translating local and national policy into a school context</li> <li>• Experience in creating, retaining and deploying effective staffing structures</li> <li>• Experience of developing good working relationships with all stakeholders</li> <li>• Evidence of continuous professional development</li> <li>• Experience in motivating, challenging, inspiring and empowering teams and individuals to achieve high performance</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> <li>• Diocesan pre-headship training</li> <li>• Experience of working in more than one school</li> <li>• Experienced in managing a variety of curriculum areas</li> <li>• Substantial leadership experience in more than one setting</li> <li>• Experience in contributing to collaborative activities with partner schools</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective primary practices and effective assessment tools</li> </ul>	

	<ul style="list-style-type: none"> <li>• Knowledge of efficient school governance and able to effectively support the school's local governing body</li> <li>• Knowledge of best practice / entrepreneurial approaches to school improvement, leadership and governance</li> <li>• Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally</li> </ul>	
<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to instil a strong sense of accountability in staff</li> <li>• Ability to articulate clear values and moral purpose</li> <li>• Ability to lead by example, with integrity, creativity, resilience and clarity</li> <li>• Ability to work with political and financial astuteness, with clear principles centred on the school's vision</li> <li>• Ability to compellingly communicate the school's vision and drive the strategic leadership, with a proven record of implementing strategies</li> <li>• Ability to ensure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom</li> <li>• Ability to establish an "open classroom" culture and sharing of best practice</li> <li>• Skilled in creating an environment where staff and pupils are motivated, supported and able to develop</li> <li>• Ability to positively support the development and training of staff</li> <li>• Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent and fully compliant safeguarding practices</li> <li>• Ability to effectively exercise curriculum led financial planning</li> <li>• Ability to work collegiately with other schools and organisations, championing best practice</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to effectively challenge, inspire and influence others where appropriate</li> <li>• Ability to manage own workload and that of others</li> <li>• Ability to authentically promote the Christian ethos of the school</li> <li>• Ability to lead, manage and successfully implement change</li> <li>• Excellent organisational skills</li> <li>• Excellent problem-solving skills</li> </ul>	
<p><b>Work-related Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>• Committed to providing world class education for pupils</li> <li>• Enthusiastic about outdoor learning</li> <li>• Reflective, positive attitude and self-critical</li> <li>• Excellent interpersonal and communication skills at all levels</li> <li>• Caring and respectful</li> <li>• Sympathetic to the Christian faith</li> <li>• Committed to supporting the aims of the wider Trust</li> <li>• Enthusiasm to participate in collaborative activities with other schools across the Trust and local community activities</li> </ul>	

# Vision & Values

Read more at  
[Bath and Wells Multi Academy Trust - Vision and Values \(bwmat.org\)](https://www.bwmat.org)



The BWMAT Trust Board has committed to 5 pledges in the Trust’s 2023–2028 Strategic Plan to support our vision and values.

Our 5 PLEDGES



**1**

‘Our Trust family places children instinctively at the heart of decision making and leadership thinking at all levels.’



**2**

‘Our Trust will remove barriers, challenge injustice and celebrate diversity to improve Education in every community we serve.’



**3**

‘We will maximise the financial resources provided and employed for the benefit of our children through leveraging economies of scale and expertise.’



**4**

‘We recognise our workforce as our most precious resource; their wellbeing is secure, empowering them to be the best version of themselves.’



**5**

‘We will develop and sustain a unique vision for each individual school in our Trust.’



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

# 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 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 Trust Local Committees
- Use of market leading budgeting software to provide effective budget setting and real-time forecasting
- Support to key stakeholders including office staff, Headteachers and Trust Local Committees
- Support office staff with budgetary spend against budget set.

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/](http://www.carefirst-lifestyle.co.uk/) Username: SCC 001 | User password: ncil1234

We work with an Occupational Health Provider to provide wellbeing support to staff.

## Lifestyle Benefits

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

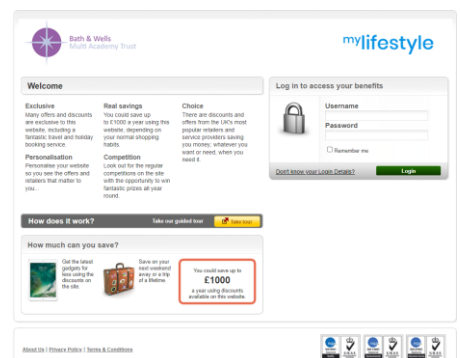
Positive relationship with trade unions and professional associations, meeting termly with recognised TU Representatives

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

- Parish support – our faith 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 Louise Jenkins (Education Advisor for Bath and Wells Diocese) on [Louise.Jenkins@bathwells.anglican.org](mailto:Louise.Jenkins@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

- As an NPQ delivery partner, we encourage future leaders to access the official Church of England NPQ programmes.
- A comprehensive programme of induction for senior leaders who are new to the trust
- Leadership conferences for leaders at all levels, enabling and supporting career development
- Regular CPD events for leaders, teachers and support staff that are planned in response to emerging data and trends
- Designated Safeguarding Lead networks with regular training and updates
- SEND networks run and supported by serving SENCOs from across the trust along with central team support
- School Improvement curriculum networks led by internal and external experts, allowing subject leads across the trust to network and share good practice
- ECT training programme with one of our two chosen providers: Five Counties Teaching School Hub Alliance or Pickwick Learning.
- Leading Teachers support from expert teachers across the trust family of schools
- Continuous online learning through our training partner Educare. .
- Termly HR & Finance Networking events where Business & Office Managers are invited to attend a networking event led by both the Central team Finance & HR
- 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@bwmata.org](mailto:hr@bwmata.org)

To apply please visit <http://www.bwmata.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@bwmata.org](mailto:hr@bwmata.org)

# Privacy notice

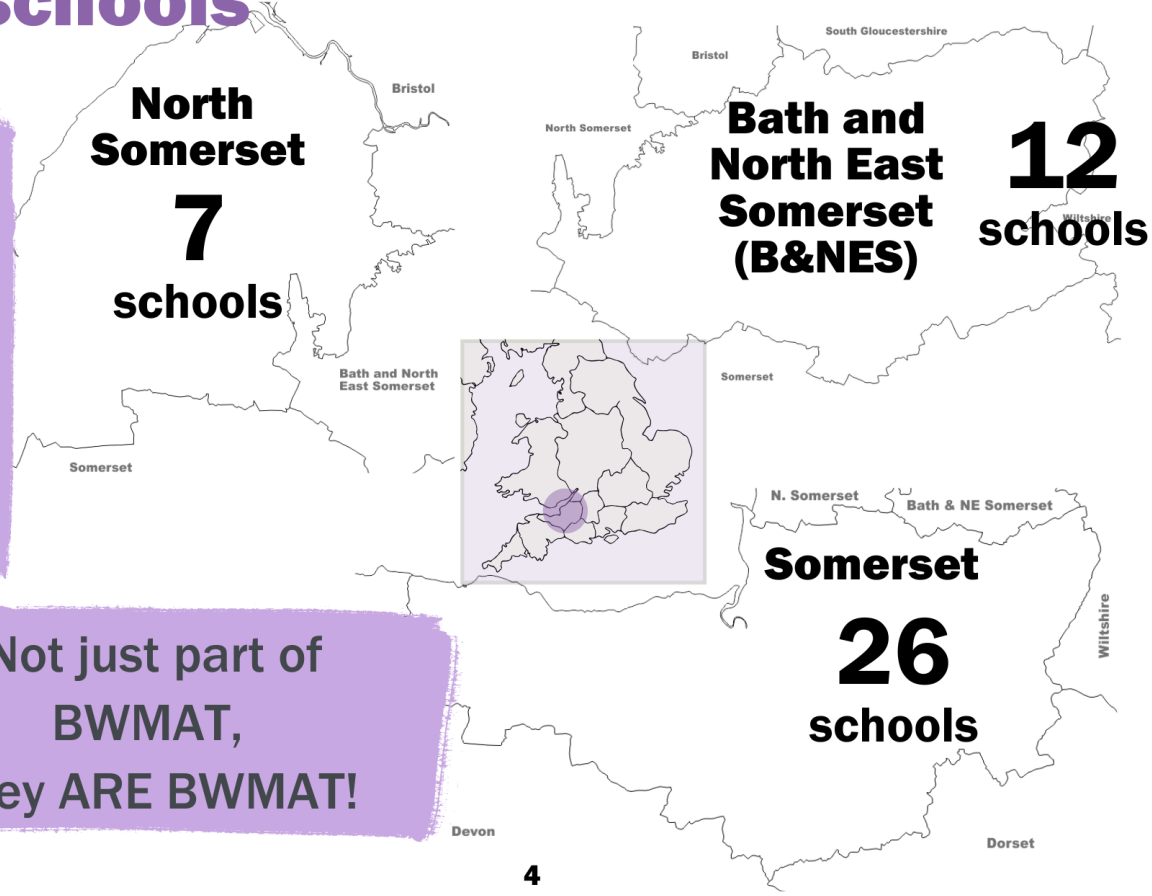
You can read our privacy notice for job applicants [here](#)



# BWMAT Schools

## Our schools

45 schools  
1511 staff  
9000+ pupils



Not just part of BWMAT, they ARE BWMAT!

