

<b>Bath &amp; Wells Multi Academy Trust</b>	
<b>Job Title:</b>	<b>Headteacher and Designated Safeguarding Lead</b>
<b>Location:</b>	St John and St Francis Church School
<b>Salary Range:</b>	L16-22
<b>Reports To:</b>	Assistant Director of Education & Chair of Trust Local Committee (TLC)

**The Aim of The Bath & Wells Multi Academy Trust:**

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

**Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'**

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

**Job Purpose**

The core purpose of the Headteacher is to provide high quality professional leadership and management for the school. This is a Church of England school within the Bath & Wells Multi Academy Trust. The Headteacher will be expected to provide committed and visible leadership of the school's Christian vision, values and ethos, ensuring these are central to all aspects of school life.

With the Trust Local Committee and the BWMAT Leadership Team, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. 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 and positive role in the local community.

The Headteacher is accountable to the Trust Local Committee and BWMAT Board of Trustees for ensuring the educational success of the school within the overall framework of the BWMAT 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's and wider organisations work.

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.

**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), National Standards of Excellence for Headteachers and the Burgundy Book, as amended or modified by the Bath & Wells Multi Academy Trust (hereafter referred to as the BWMAT).

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

### **Strategic Direction and Development**

- Create and sustain an ethos that promotes a collaborative educational vision of excellence and clear direction, securing effective teaching and successful learning, achievement and sustained improvement in pupils' spiritual, moral, cultural, mental and physical development.
- Develop a clear strategic direction for the school as a Church of England school, rooted in its Christian vision and values, serving its Church and local community, and defining its philosophy, overall aims and targets.
- Create and implement a strategic plan for the school that is underpinned by robust financial planning and management, identifies clear priorities and targets for raising achievement, and secures sustained school improvement.
- Consult, develop, implement, monitor, review and evaluate policies that support the delivery of the school's vision, aims and objectives, ensuring they are informed by national and global developments, local and school data, and relevant inspection and research findings.
- Ensure the commitment and engagement of all members of the school community in fulfilling the school's vision, aims and objectives.
- Ensure that the leadership, management and organisation of the school effectively support and promote the school's vision, aims and strategic priorities.

### **Learning and Teaching**

- 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.
- 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, in consultation with the BWMAT Executive Leadership Team and the Trust Local 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 Trust Local Committee and the BWMAT Leadership Team, 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 BWMAT 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 professional growth systems in accordance with the policies of the Trust, the School Development Plan and the BWMAT, 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 BWMAT, 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.

#### **Deployment of Resources**

- In consultation with the Trust Local Committee and BWMAT 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 BWMAT 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 Trust Local Committee, BWMAT Trustees, and the Diocese of Bath and Wells.
- Foster and maintain good community relations by implementing Diocesan policy and liaising with Diocesan officers.
- Be responsible for ensuring the school meets the expectations of a Church of England school, including preparation for and engagement with SIAMS inspection.
- Comply appropriately with the expectations of the Trust Local Committee and the BWMAT 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.

#### **Supporting the work of the BWMAT**

- Provide clear and confident leadership of the school's Christian vision and ethos, ensuring it is lived out authentically through worship, curriculum, relationships, policies and daily practice, and is inclusive and welcoming to all.
- Develop strong working relationships with BWMAT colleagues and contribute to collaborative working across schools.

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

### **Designated Safeguarding Lead Job Description**

The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff, from the school leadership team. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies. The DSL need not be a teacher but must have the status and authority within the management structure to carry out the duties of the post.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection, as set out below, remains with the designated safeguarding lead. This responsibility should not be delegated.

### **Manage referrals**

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required.
- support staff who make referrals to local authority children's social care.
- refer cases to the Channel programme where there is a radicalisation concern as required.
- support staff who make referrals to the Channel programme.
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

### **Work with others**

The designated safeguarding lead is expected to:

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member.
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

### **Training**

The designated safeguarding lead should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least

annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- ensure each member of staff has access to, and understands, the school's safeguarding policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers.
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

### **Raise Awareness**

The designated safeguarding lead should:

- ensure that all deputy safeguarding leads are trained to the same level
- ensure that all deputy safeguarding leads are equipped to undertake any activities delegated to them and that they have a good understanding of any cases or concerns
- ensure the school's safeguarding policies are known, understood and used appropriately.
- ensure the school's safeguarding policy is updated annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- ensure that all staff attend Basic Awareness training and then an annual safeguarding update training session each academic year
- ensure that all staff receive regular safeguarding CPD to consolidate and update knowledge
- link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

### **Child protection file**

Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school in advance of a child leaving. For example, information that would allow the new school to continue supporting victims of abuse and have that support in place for when the child arrives.

### **Availability**

During term time the designated safeguarding lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools, working with the designated safeguarding lead, to define what "available" means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

It is a matter for individual schools and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

### **Supervision and Management**

You will be managed by the Assistant Director of Education and Chair of the Trust Local Committee and will have regular meetings

### **Key Contacts and Relationships**

- Central Senior Leadership Team
- Central Team
- School's Trust Local Committee
- BWMAT's 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 BWMAT
- Early Years providers
- PTA
- Parish Council
- Other community groups
- Other services and agencies for children including social care, health care and the police

### **Working Environment**

The majority of the 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

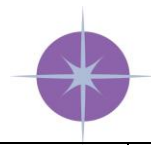
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recent safeguarding training</li> <li>• Recent experience in senior management within a school</li> <li>• Experience in teaching EYFS/KS1/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 Experienced in managing others and holding staff to account</li> <li>• Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement</li> <li>• Experienced in developing rigorous systems for measuring and managing performance</li> <li>• Experience in monitoring and improving the quality of teaching and learning</li> <li>• Experienced 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>• Experienced 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>• Experienced 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>• Up to date Safeguarding Training</li> <li>• Diocesan pre-headship training</li> <li>• Experience of working in more than one other school</li> <li>• Experienced in managing a variety of curriculum areas</li> <li>• Substantial leadership experience in more than one setting</li> <li>• Experienced in contributing to collaborative activities with partner schools</li> <li>• DSL trained or willing to undertake training upon appointment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective primary practices and effective assessment tools</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of community-based learning</li> </ul>



	requirements, SIAMS requirements and school systems locally, nationally and globally	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to instil a strong sense of accountability in staff Ability to articulate clear values and moral purpose</li><li>• Ability to lead by example, with integrity, creativity, resilience and clarity 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><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>	<ul style="list-style-type: none"><li>• Outdoor learning</li></ul>
<b>Work-related Personal Requirements</b>	<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 Caring and respectful</li></ul>	





	<ul style="list-style-type: none"><li>• Sympathetic to the Christian faith</li><li>• Committed to supporting the aims of the wider BWMAT</li><li>• Enthusiasm to participate in collaborative activities with other schools across the BWMAT and local community activities.</li></ul>	
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I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....