



Headteacher Job Application Oakhill Church School



BATH & WELLS
Multi Academy Trust

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



**Headteacher Required
Leadership L12-L18
(possible recruitment/retention payment for the right candidate)
Permanent, Full-Time**

Key information about Oakhill Church School, Radstock. BA3 5AQ	
NOR: 110 (2-11)	Ofsted Oct 2023 Requires Improvement
Village School	SIAMS July 2022 Good
We are looking for a successful leader who:	We can offer you:
Demonstrates consistency and impact	A committed team of staff who all want the best for pupils
Is committed to the highest standards of education and behaviour for all pupils	Friendly, talented children who want to do well
Inspires and develops staff and pupils to be the best they can be	Supportive governors who know the school priorities
Is able to lead teaching for 2-11 year olds	Great support from an effective MAT team and a collaborative group of local schools to work within
Provides strong faith leadership	
Is 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@oakhill.bwmat.org
Recruitment Pack:	Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)
Completed applications:	hr@bwmat.org

Closing date: **12.00pm Friday 8 March 2024**
 Shortlisting date: **Wednesday 13 March 2024**
 Interview dates: **Monday 25 and Tuesday 26 March 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 Chair of Governors

Dear Applicant,

Thank you for your interest in the post of headteacher at Oakhill Church School. We are keen to find the right candidate for our school and hope that the information pack enables you to get to know us and the Bath and Wells Multi-Academy Trust that we belong to.

Oakhill is a lovely village school, set next to the village church. The recent Ofsted judgement confirmed that the school requires improvement. We are looking for a headteacher who is able to deliver the very best for our pupils by supporting and developing our committed team of staff, and by building positive relationships with parents and families.

The successful applicant is likely to have strong communication skills and a track record of improvement. He or she must be able to show how they have brought people with them on a journey of change.

We have a strong focus on the Christian ethos. Our new headteacher should be able to demonstrate how they will embed our values, Respect, Community, Acceptance, Friendship, Trust, Determination and Kindness, through all areas of school life.

We very much encourage you to visit our school and you are welcome to request a conversation to know more about the challenges and opportunities of this role.

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

Yours sincerely

Louise Adams

Chair of Governors



Key Information

About The Role and Application

Position	Headteacher of Oakhill Church School Full time Permanent
ISR	L12 – L18
Start date	September 2024
Address	Oakhill Church School Oakhill Radstock BA3 5AQ
Phone	Telephone: 01749 840426
Email	enquiries@oakhill.bwmat.org
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About the School:		Outcomes	
Pupil Numbers	110 excl nursery	GLD	76%
No of Classes	4 plus nursery	Phonics	55%
		KS1 Reading	67% EXS
		KS1 Writing	58% EXS
% Pupil Premium	25%	KS1 Maths	50% EXS
% SEN Support	11%	KS2 Reading	69% EXS 31% GDS
% EHCP	2%	KS2 Writing	56% EXS 0 GDS
% EAL	3%	KS2 Maths	44% EXS 19% GDS
		KS2 Combined	38% EXS 0 GDS

Staff

Pupil

voice

“ We are looking for someone who can commit to our school and be part of its future.

“ We need a headteacher who understands the complexities of a small village school.

“ We want a leader who can develop, lead and listen to staff. We want to feel proud to be part of Oakhill.

“ We are looking for a headteacher who can lead us with confidence and kindness on our journey to good.

“ We want a headteacher who is kind and fair, someone who sets the rules and makes sure everyone follows them.

“ I want to do more art and more whole school projects - it is great when we work with other classes!

“ I love cooking, gardening, science and other practical things. I want a headteacher who makes sure we get to do those.

“ I want someone who is very fair and strict in the right way.... Someone who likes children.

Job description

Bath & Wells Multi Academy Trust

Job Title:	Headteacher
Reports To:	Chair of Local Governing Committee



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.'



Bath & Wells Multi Academy Trust	
Job Title:	Headteacher (School & Nursery)
Full/Part time:	Full Time

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.

With the Local Governing Board 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, in particular, those that promote the school's Christian ethos.

The Headteacher is accountable to the Local Governing Board and BWMAT Directors for ensuring the educational success of the school (which includes a nursery) 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.

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 Local Governing Board, the BWMAT's Board of Directors, BWMAT Central Senior Leadership Team and Central Team, the Diocese of Bath and Wells Officers, the staff and parents.

Strategic Direction and Development

- Develop a strategic view for the school within its Church community, 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 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 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 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, to such an extent as may be appropriate, and in consultation with the BWMAT Executive Leadership Team and the schools Local Governing Board, 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 Local Governing Board 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 performance management systems in accordance with the policies of the Local Governing Board, 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 Local Governing Board 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 Local Governing Board, BWMAT Directors, and the Diocese of Bath and Wells.
- 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 Board 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

- 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 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.

Supervision and Management

You will be managed by the RDLA and will have regular of meetings.

You will carry out the performance and appraisal cycle including Personal Development Plans with employees in the school.

Key Contacts and Relationships

- Central Senior Leadership Team
- Central Team
- School's Local Governing Board



- BWMAT's Board of Directors
- 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
- 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

Job Title:	Headteacher
Location:	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher status • Recent safeguarding training • 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 Experienced in managing others and holding staff to account • Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement • Experienced in developing rigorous systems for measuring and managing performance • Experience in monitoring and improving the quality of teaching and learning • Experienced in analysing performance data to inform personalised target setting • Demonstrable experience in translating local and national policy into a school context • Experienced in creating, retaining and deploying effective staffing structures • 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 • Experienced in managing a variety of curriculum areas • Substantial leadership experience in more than one setting • Experienced in contributing to collaborative activities with partner schools • Experience of overseeing a nursery or 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 • Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED 	<ul style="list-style-type: none"> • Understanding of community-based learning



	<p>requirements and school systems locally, nationally and globally</p>	
<p>Skills and Abilities</p>	<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 work with political and financial astuteness, with clear principles centred on the school's vision • 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 Outdoor learning • 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"> • Outdoor learning
<p>Work-related Personal Requirements</p>	<ul style="list-style-type: none"> • Committed to providing world class education for pupils • Enthusiastic about outdoor learning • Reflective, positive attitude and self-critical • Excellent interpersonal and communication skills at all levels Caring and respectful • Sympathetic to the Christian faith 	



	<ul style="list-style-type: none">• Committed to supporting the aims of the wider BWMAT• Enthusiasm to participate in collaborative activities with other schools across the BWMAT and local community activities.	
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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:

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 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 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
[\(https://www.bwmat.org/\)](https://www.bwmat.org/)



The Trust Board has committed to 5 pledges in the Trusts 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.'



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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 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: nci1234

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

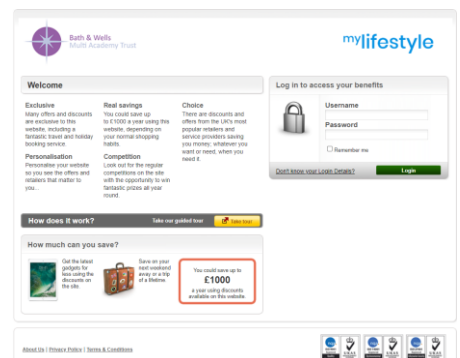
Positive relationship with trade unions and professional associations, meeting termly with recognised TU Representatives

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.
- Apprenticeship 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

To apply please visit <http://www.bwmata.org/vacancies/> for the application form. Once completed please return the application form by email to hr@bwmata.org

Privacy notice

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



BWMAT Schools

37 schools
1500+ staff
7600+ pupils

North Somerset
7 schools

Bath and North East Somerset (B&NES)

12 schools

Somerset
18 schools

Not just part of BWMAT, they ARE BWMAT!

