

| Bath & Wells Multi Academy Trust |   |
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| <b>Job Title:</b>                | <b>Headteacher of St Georges Church School &amp; Nursery</b>              |
| <b>Location:</b>                 | <b>Pastures Avenue, Weston-super-Mare, North Somerset BS22 7SA</b>        |
| <b>Salary Range:</b>             | <b>L10 – L16</b>  |
| <b>Reports To:</b>               | <b>Assistant Director of Education and Chair of Trust Local Committee</b> |
| <b>Full/Part time:</b>           | <b>Full-time</b>  |

**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: 'I have come 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 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, in particular, those that promote the school's Christian ethos.

The Headteacher is accountable to the Trust Local Committee 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 organisation's 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 Trust Local Committee, 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 for 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 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 performance management systems in accordance with the policies of the Trust Local Committee, 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 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 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, members of the trust local committee, 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 Assistant Director of Education and Chair of the Trust Local Committee 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 Trust Local Committee
- 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

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| <b>Location:</b>  | <b>Pastures Avenue, Weston-super-Mare, North Somerset BS22 7SA</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>• 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</li> <li>• 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>• 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>• Experience of overseeing a nursery or EYFS</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 Trust Local Committee</li> <li>• Knowledge of best practice / entrepreneurial approaches to school improvement, leadership and governance</li> </ul>  | <ul style="list-style-type: none"> <li>• Understanding of community-based learning</li> </ul>  |

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|                             | <ul style="list-style-type: none"> <li>Up-to-date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally</li> </ul>  |   |
| <b>Skills and Abilities</b> | <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> <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>Understanding of outdoor learning and the contribution it makes to a child's educational experience</li> </ul> |

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| <b>Work-related<br/>Personal<br/>Requirements</b> | <ul style="list-style-type: none"> <li>• Committed to providing an excellent education for all pupils</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 BWMAT family</li> <li>• Enthusiasm to participate in collaborative activities with other schools across the BWMAT and local community activities.</li> </ul> | <ul style="list-style-type: none"> <li>• Enthusiastic about outdoor learning</li> </ul> |
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I agree 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: .....