



Headteacher Application Pack

St John the Evangelist Church School



BATH & WELLS
Multi Academy Trust

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



Headteacher Required
Leadership L14 – L20 (with a possible recruitment and retention payment for the right candidate)
Permanent, Full-Time

St John the Evangelist Church School Clevedon, BS21 5EL	
Key Information:	
NOR: 280	Age Range: 4-11
The school is doing well and is ready for the next stage of the improvement journey, building on its successes.	School Ofsted Good May 2019
The school continues to be the school of choice in the local area.	SIAMS Good January 2020
Are you an experienced senior leader who:	
Has a strong understanding and application of distributed leadership	We can offer you: Engaged, motivated and kind pupils
Is excellent at building relationships with pupils, staff and the parent community	An excellent team of dedicated professionals
Understands the challenges and opportunities of mixed-age classes	A supportive parent community who want the best for their children
Able to drive improvement in an already successful school	Great support from an effective MAT team and a collaborative group of local schools to work within
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:	Emily.dawson@stje.bwmat.org
Recruitment Pack:	Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)
Completed applications:	hr@bwmat.org

Closing date: Thursday 18th April 2024, 12pm
Shortlisting date: Monday 22nd April 2024
Interview dates: Monday 29th and Tuesday 30th April 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 Candidate,

Welcome to our wonderful school and thank you for your interest in joining us in the role of Headteacher.

If your core motivation is to make a positive difference to the lives of young people, helping to equip them with the confidence, skills and knowledge to achieve their full potential, then you may well be the person we are looking for!

At St John's, we are incredibly proud of our school community and our new Headteacher will build on our many strengths, capably steering us towards excellence in all areas.

We are blessed to have a strong team of dedicated, inclusive, energetic teachers and support staff; parents who value the partnership between home and school and who are aspirational for their children; governors who are supportive and visionary; and above all, more than 270 amazing pupils, each one unique and with enormous potential.

St John's may be located in a quiet seaside town, but we strive to ensure that our pupils are prepared to embrace the many opportunities and adventures that life will offer them. Wellbeing and self-belief are just as important as achieving good outcomes and we actively promote a nurturing environment in which to work and learn. Our new Headteacher will inspire those around them to be the best version of themselves, to work hard, be kind, aim high and to show courage, compassion and humility.

If you feel excited about the prospect of being part of our school community and leading us on the next stage of our journey, then please visit, look around and speak to our staff and pupils. You will be warmly welcomed.

Thank you again for your interest in this role, we look forward to receiving your application.

Best wishes,

Caroline Chambers
Co-Chair of Governors



Key Information

About The Role and Application	
Position	Headteacher of St John the Evangelist Church School
	Full time
	Permanent
ISR	L14 – L20 (with a possible recruitment and retention payment for the right candidate)
Start date	September 2024
Address	Fosseway Clevedon BS21 5EL
Phone	Telephone: 01275 873417
Email	Emily.dawson@stje.bwmat.org
Closing date	Thursday 18 th April 2024, 12pm
Shortlisting date	Monday 22 nd April 2024
Interview dates	Monday 29 th and Tuesday 30 th April 2024
Completed applications	hr@bwmat.org
Arrange a school visit	Emily.dawson@stje.bwmat.org
Recruitment Pack	Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)

About the School:		Outcomes	
Pupil Numbers	280	GLD	70%
No of Classes	10	Phonics	86%
		KS1 Reading	69% EXS+ 26% GDS
		KS1 Writing	69% EXS+ 13% GDS
% Pupil Premium	8%	KS1 Maths	79% EXS+ 15% GDS
% SEN Support	8%	KS2 Reading	67% EXS+ 20% GDS
% EHCP	1%	KS2 Writing	60% EXS+ 9% GDS
% EAL	9%	KS2 Maths	64% EXS+ 20% GDS
		KS2 Combined	53% EXS+ 7% GDS



Staff

Pupil

voice

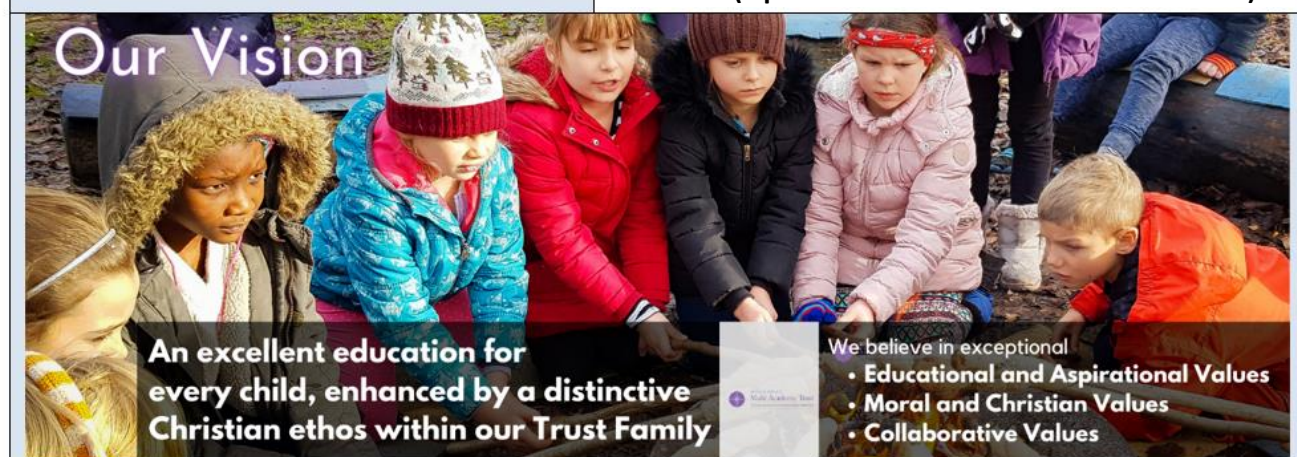
- “ We are all part of a team that is kind and genuine, and everyone enjoys working with everyone else.
- “ You feel valued and known as an individual.
- “ The school is part of the community, and we have really strong relationships with families.
- “ We look out for and support each other, as well as having fun together.
- “ You are given permission to try new things, without fear of failure.
- “ All the staff are kind. It's a really positive environment and you can make friends easily.
- “ The teachers are really nice. They help you learn and are kind if you get stuck.
- “ Our school playground is brilliant. We have a sensory garden, the stage and Explorers' Challenge.
- “ I like how everyone loves reading – I think it's the best thing about our school.
- “ The year groups mix so you have friends of different ages.



Job description



Bath & Wells Multi Academy Trust	
Job Title:	Headteacher
Reports To:	Chair of Local Governing Committee
ISR:	L14—L20 (+ possible recruitment & retention award)



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



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

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



	<ul style="list-style-type: none"> • 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 requirements and school systems locally, nationally and globally 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to instil a strong sense of accountability in staff • Ability to articulate clear values and moral purpose • Ability to lead by example, with integrity, creativity, resilience and clarity • Ability to 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 	



	<ul style="list-style-type: none"> • 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 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Committed to providing world class education for pupils • Enthusiastic about outdoor learning • Reflective, positive attitude and self-critical • Excellent interpersonal and communication skills at all levels • Caring and respectful • Sympathetic to the Christian faith • Committed to supporting the aims of the wider Trust • Enthusiasm to participate in collaborative activities with other schools across the Trust and local community activities 	



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 Officer



Vision & Values

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



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



Read more at
[Bath and Wells Multi Academy Trust - Strategic Plan 2023-28 \(bwmats.org\)](https://bwmats.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: ncil1234

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

Lifestyle Benefits

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

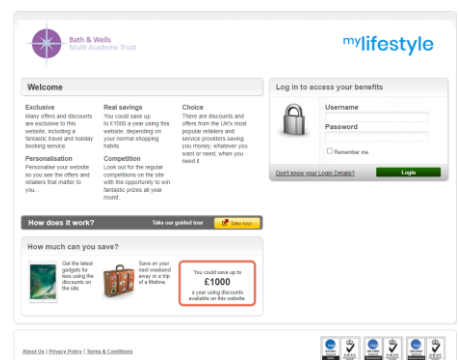
Positive relationship with trade unions and professional associations, meeting termly with recognised TU Representatives

An extensive BWMAT benefits platform including:

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

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

Care first Supporting you 24hrs everyday



Employee offer

Support

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



Career and training

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



Application process

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

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

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

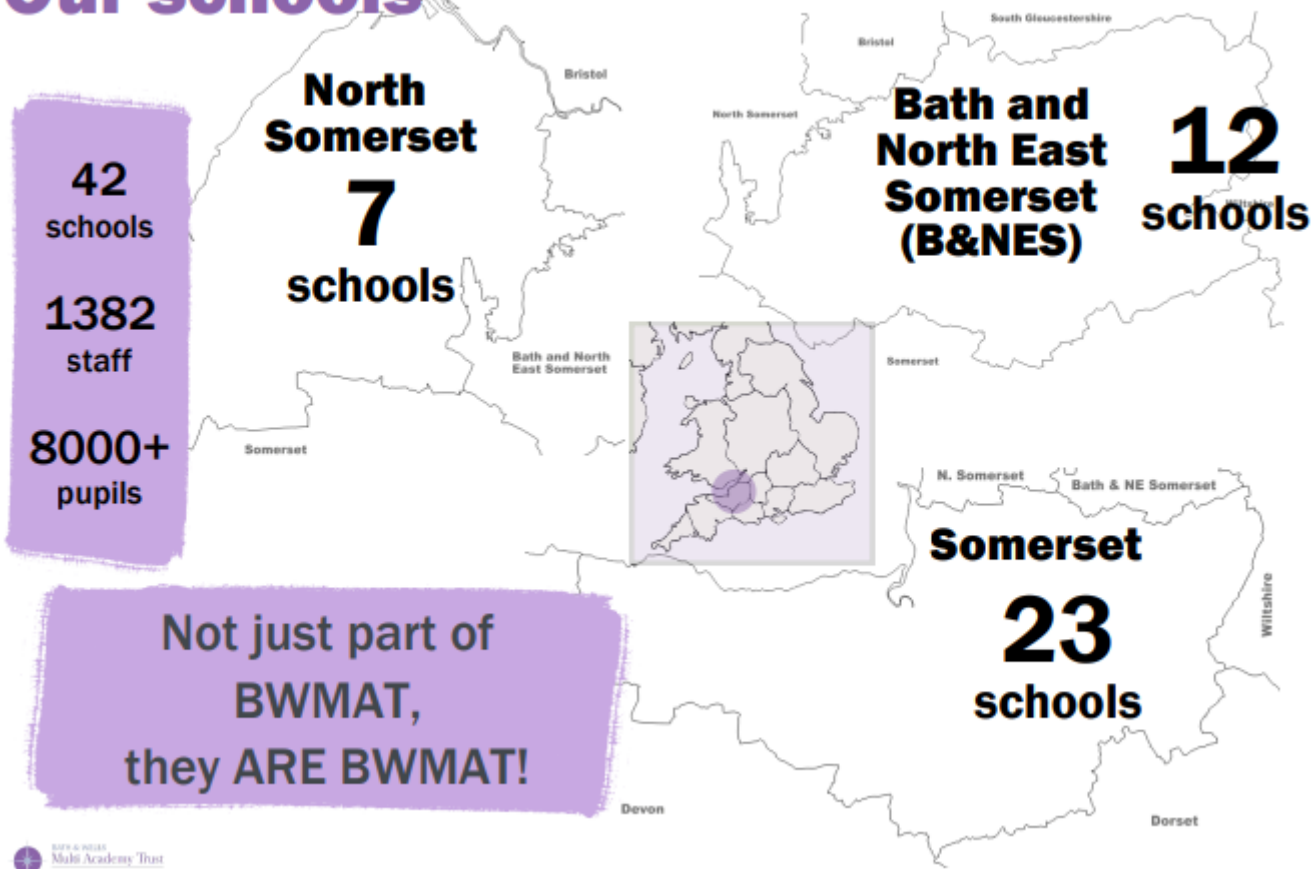
Privacy notice

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



BWMAT Schools

Our schools



BATH & WELLS
Multi Academy Trust

