



**Headteacher Required
Leadership L14 – L20
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: **12.00pm Monday 26 February 2024**

Shortlisting date: **Thursday 29 February 2024**

Interview dates: **Monday 11 and Tuesday 12 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.



Bath & Wells Multi Academy Trust	
Job Title:	Headteacher
Reports To:	Chair of Local Governing Committee
ISR:	L14 – L20
 <p>Our Vision</p> <p>An excellent education for every child, enhanced by a distinctive Christian ethos within our Trust Family</p> <p>We believe in exceptional</p> <ul style="list-style-type: none">• Educational and Aspirational Values• Moral and Christian Values• Collaborative Values	

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, in particular, 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)



DSL 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	