



# Headteacher Application Pack

## Trinity Anglican-Methodist

### Primary School



BATH & WELLS  
Multi Academy Trust

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



**Headteacher Required  
Leadership L17-23  
Permanent, Full-Time**

<b>Trinity Anglican-Methodist Primary School and Nursery</b>	
<b>Key Information:</b>	
NOR: 382 plus 50 place nursery	Age Range: 3-11
For more information or to discuss the role email the school's Assistant Director of Education Paula Shore on <a href="mailto:paula.shore@bwmat.org">paula.shore@bwmat.org</a>	Ofsted outcome: Good – December 2024
	SIAMS outcome: Good/Excellent - 2020
<b>You are warmly invited to visit the school on the following adjacent dates.</b> <b>Contact:</b> <b>01275 397710</b> or <a href="mailto:enquiries@trinity.bwmat.org">enquiries@trinity.bwmat.org</a>	Thursday 6th February 9am - 10am · Friday 7th February 9:30am- 10:30am Monday 10th February 11am-12pm · Thursday 13th February 4pm-5pm Tuesday 25th February 9am - 10am
<b>Recruitment Pack:</b>	<a href="http://bwmat.org">Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)</a>
<b>Completed applications:</b>	<a href="mailto:hr@bwmat.org">hr@bwmat.org</a>



Closing date: 27.2.25  
Shortlisting date: 4.3.25  
Interview dates: 11.3.25 online and 13.3.25 on site at the school  
This post will commence on the 1st September 2025

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.

**Headteacher Required  
Leadership L17-23  
Permanent, Full-Time  
Start Date 1<sup>st</sup> September 2025**

**Closing date: 27.2.25**

**Shortlisting date: 4.3.25**

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**Trinity Anglican-Methodist Primary School Portishead, [Bristol BS20 7JF](#)**

**Key information**

Trinity is a 2-form entry primary school nestled in the family orientated Village Quarter of Portishead; walking distance from the Portishead Marina but also a short drive from the M5. Our amazing community and staff are the reasons for our success, and we are looking to appoint an experienced headteacher who is ready to build on the excellence to date. Our school sets high standards in all areas of school life and we nurture individuals with real courage and integrity by championing a sense of pride and belonging and creating a welcoming environment where all can thrive.

**NOR: 382 and a 50-place nursery**

**Age Range: 3-11**

**SIAMs March 2020**

Trinity is a good school – [Ofsted](#) Report December 2024

**Judgements made during the SIAMS inspection:  
Excellent/Good**

**[We would love you to join our ambitious team at Trinity](#)**

**Are you a successful primary school headteacher or deputy who?**

**We can offer you:**

**Can inspire, through Christian values, unique individuals who believe they can achieve more than they ever thought possible in mind, body and spirit?**

A connected community, through work with the Trust, Local Authority, Diocese and the Methodist Church that offers support to enable leaders to undertake their role effectively.

**Through nurture and challenge, provide a firm foundation to enable all to thrive, to lead and serve in their life-long journey as local, national and global citizens?**

Engaged and confident children who are keen to learn.

**Continues the journey of excellence by progressing a rich and cohesive curriculum brimming with opportunities to enable children to flourish.**

A welcoming dynamic and supportive community committed with an established curriculum offer and staffing team so that excellence in education is lived not just dreamed.

**Enables staff to be the best versions of themselves by actively listening to them, and securing cutting edge training that they have become accustomed to, that furthers their pedagogical expertise.**

An ambitious clear lined and attractive working environment, where inside the school doors open communication is encouraged. Regular check-ins, feedback sessions, and open forums can help all leaders feel heard and valued using coaching, supervision and regular CPD sessions trust wide.

**Champions a sense of pride in our community and create a welcoming environment where all possess a strong sense of identity and belonging.**

Time to further devise and access supportive networks where individuals can share their experiences and seek advice.

**Surrounds self with people who support and challenge them. Building strong alliances with all agencies which can provide encouragement and pioneering perspectives.**

Opportunities for professional development and growth to innovate and influence the practice of 45+ schools across BWMAT.



<b>For more information and to apply:</b>	
<b>This pack will give you an insight into our school and our approach. We encourage you to visit our school to meet our wonderful children and learn more about the role. Arrange a school visit: by contacting the school on <u>01275 397710</u> or email <a href="mailto:enquiries@trinity.bwmat.org">enquiries@trinity.bwmat.org</a> registering your interest in the headteacher post and confirming your attendance at one of the planned visit dates opposite for prospective candidates</b>	<ul style="list-style-type: none"> <li>• Thursday 6th February 9am - 10am</li> <li>• Friday 7th February 9:30am- 10:30am</li> <li>• Monday 10th February 11am-12pm</li> <li>• Thursday 13th February 4pm-5pm</li> <li>• Tuesday 25th February 9am - 10am</li> </ul>
<b>Recruitment Pack:</b>	<a href="#">Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)</a>
<b>To discuss the role</b>	Paula Shore Assistant Director for Education for the school on <a href="mailto:paula.shore@bwmat.org">paula.shore@bwmat.org</a>
<b>Completed applications:</b>	<a href="mailto:hr@bwmat.org">hr@bwmat.org</a>

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	
<b>Job Title:</b>	<b>Headteacher and Designated Safeguarding Lead</b>
<b>Location:</b>	<b>Trinity Anglican-Methodist Primary School and Nursery, Portishead, Bristol</b>
<b>Salary Range:</b>	<b>L17 – L23</b>
<b>Reports To:</b>	<b>Assistant Director of Education and Chair of Governing 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 ‘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
<p>The core purpose of the Headteacher is to provide high quality professional leadership and management for the school.</p> <p>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.</p> <p>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.</p> <p>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.</p>



## 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 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.

### **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.





## **Designated Safeguarding Lead Job Description cont.**

### **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 for education and the chair of LGC 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 and Designated Safeguarding Lead  
**Location:** Trinity Anglican-Methodist Primary School and Nursery, Portishead

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 as a headteacher</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>• Experience of overseeing a nursery or EYFS</li> <li>• DSL trained or willing to undertake training upon appointment</li> <li>• Proven track record of successful collaborative and inspirational leadership, and delivery of learning as a headteacher in a large school</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 requirements and school systems locally, nationally and globally</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of community-based learning</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>• Outdoor learning</li> </ul> 





Key Criteria	Essential	Desirable
<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> <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>	

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 who 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 excellent education for every child, enhanced by a distinctively Christian ethos. We want to provide every child with an excellent 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







# Letter from our Chair of Governors

Dear Candidate,

Thank you for your interest in this important role. Trinity is a nurturing school with a strong Christian ethos, in the vibrant marina town of Portishead. Our mission of 'aiming higher together' is reflected in high expectations for our children, excellent personal development opportunities and an engaging curriculum delivered by a committed staff team. We are looking for an experienced, ambitious, compassionate and creative leader to continue on this journey, building on strong foundations.

The successful candidate will be committed to our CREW characteristics that constitute the Heart of Trinity and through which the whole school community lives out our vision and values. We are looking for a leader who will continue our journey to enable all to thrive, through nurture and challenge. This means both building on the strong foundations of our curriculum to enable children to deepen their understanding, and continuing to find creative ways to support children with additional needs.

The Trinity family is blessed with an effective Trust, dedicated staff team, supportive parents and carers and strong relationships with our local churches. We are looking for a leader to nurture and grow these relationships as together we inspire our children to achieve more than they ever thought possible in mind, body and spirit.

We look forward to receiving your application.

Best wishes,

*Jo Coulon*  
*Chair of Governors*





## About The Role and Application

<b>Position</b>	Headteacher of Trinity Anglican-Methodist Primary School, Portishead
	Full-time
	Permanent
<b>ISR</b>	L17-23
<b>Start date</b>	September 2025
<b>Address</b>	Trinity Anglican-Methodist Primary School, Marjoram Way, Portishead, <u>Bristol BS20 7JF</u>
<b>Phone</b>	<u>01275 397710</u>
<b>Contact Email</b>	<a href="mailto:hr@bwmat.org">hr@bwmat.org</a> or <a href="mailto:paula.shore@bwmat.org">paula.shore@bwmat.org</a>
<b>Closing date</b>	27 <sup>th</sup> February 2025
<b>Shortlisting date</b>	4 <sup>th</sup> March 2025
<b>Interview dates</b>	11 <sup>th</sup> (online) and 13 <sup>th</sup> (onsite) March 2025
<b>Completed applications</b>	Please email completed applications to <a href="mailto:hr@bwmat.org">hr@bwmat.org</a>
<b>Arrange a school visit</b>	Contact the school office on <u>01275 397710</u> to arrange a visit for one of the following dates and times: Thursday 6 <sup>th</sup> February 9am - 10am Friday 7 <sup>th</sup> February 9:30am- 10:30am Monday 10 <sup>th</sup> February 11am-12pm Thursday 13 <sup>th</sup> February 4pm-5pm Tuesday 25 <sup>th</sup> February 9am - 10am
<b>Recruitment Pack</b>	<a href="http://bwmat.org">Bath and Wells Multi Academy Trust - Current vacancies (bwmat.org)</a>

About the School:		Outcomes 2024:	
<b>Pupil Numbers</b>	382 + 50 place nursery	EYFS GLD	71%
<b>No of Classes</b>	15	Year 1 Phonics	85%
<b>% Pupil Premium</b>	33 children in YR-Y6 (8.6%)	Year 4 MTC	79%
<b>% SEN Support</b>	40/382 = 10.5%	KS2 Reading	72%
<b>% EHCP</b>	8 across sch 1.8%	KS2 Writing	75%
<b>% EAL</b>	7.9%	KS2 Maths	69%
		KS2 Combined	63%



“ We are supportive of each other – a hardworking, caring team. ”

“ There’s a strong sense of community – relationships are key – inside school and beyond into the community. ”

“ I love that we put the children at the heart of everything we do. ”

“ We recognise the importance of supporting the well-being of staff and children. ”

“ We are a school that goes above and beyond. We respect, inspire and encourage each person to 'achieve more than we ever thought possible'. ”

“ Our headteacher is approachable, fair and firm, with a sense of humour. ”

“ A good leader for our school will value our Christian ethos, be a team player and lead by example. ”

“ Communication is key with all stakeholders, including staff, pupils and parents. ”



“ A good headteacher for our school should be strict, but fun and fair, with challenging expectations that we can reach. ”

“ We are welcoming, have a happy environment and row together well. ”

“ We love getting crew badges to show we know and follow the school values. ”

“ Being caring, polite, respectful and friendly is important, so we can trust you and feel safe. ”

“ In our school, it is important that people listen to what others say – to hear both sides and what they think. That makes us feel like we are seen and heard. ”

“ We love talking and thinking about different and interesting topics, as well as learning new things. ”



# Vision & Values

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



The BWMAT Trust Board has committed to 5 pledges in the Trust’s 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.’**



**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.’**



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 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 Trust Local Committees
- Use of market leading budgeting software to provide effective budget setting and real-time forecasting
- Support to key stakeholders including office staff, Headteachers and Trust Local Committees
- Support office staff with budgetary spend against budget set.

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/](http://www.carefirst-lifestyle.co.uk/) Username: SCC 001 | User password: ncil1234

We work with an Occupational Health Provider to provide wellbeing support to staff.

## Lifestyle Benefits

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

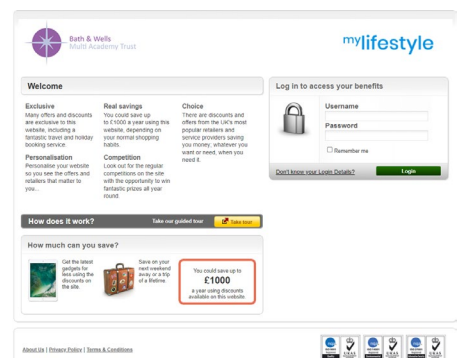
Positive relationship with trade unions and professional associations, meeting termly with recognised TU Representatives

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

- Parish support – our faith 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 Louise Jenkins (Education Advisor for Bath and Wells Diocese) on [Louise.Jenkins@bathwells.anglican.org](mailto:Louise.Jenkins@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

- As an NPQ delivery partner, we encourage future leaders to access the official Church of England NPQ programmes.
- A comprehensive programme of induction for senior leaders who are new to the trust
- Leadership conferences for leaders at all levels, enabling and supporting career development
- Regular CPD events for leaders, teachers and support staff that are planned in response to emerging data and trends
- Designated Safeguarding Lead networks with regular training and updates
- SEND networks run and supported by serving SENCOs from across the trust along with central team support
- School Improvement curriculum networks led by internal and external experts, allowing subject leads across the trust to network and share good practice
- ECT training programme with one of our two chosen providers: Five Counties Teaching School Hub Alliance or Pickwick Learning.
- Leading Teachers support from expert teachers across the trust family of schools
- Continuous online learning through our training partner Educare. .
- Termly HR & Finance Networking events where Business & Office Managers are invited to attend a networking event led by both the Central team Finance & HR
- 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](mailto: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](mailto:hr@bwmat.org)

# Privacy notice

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

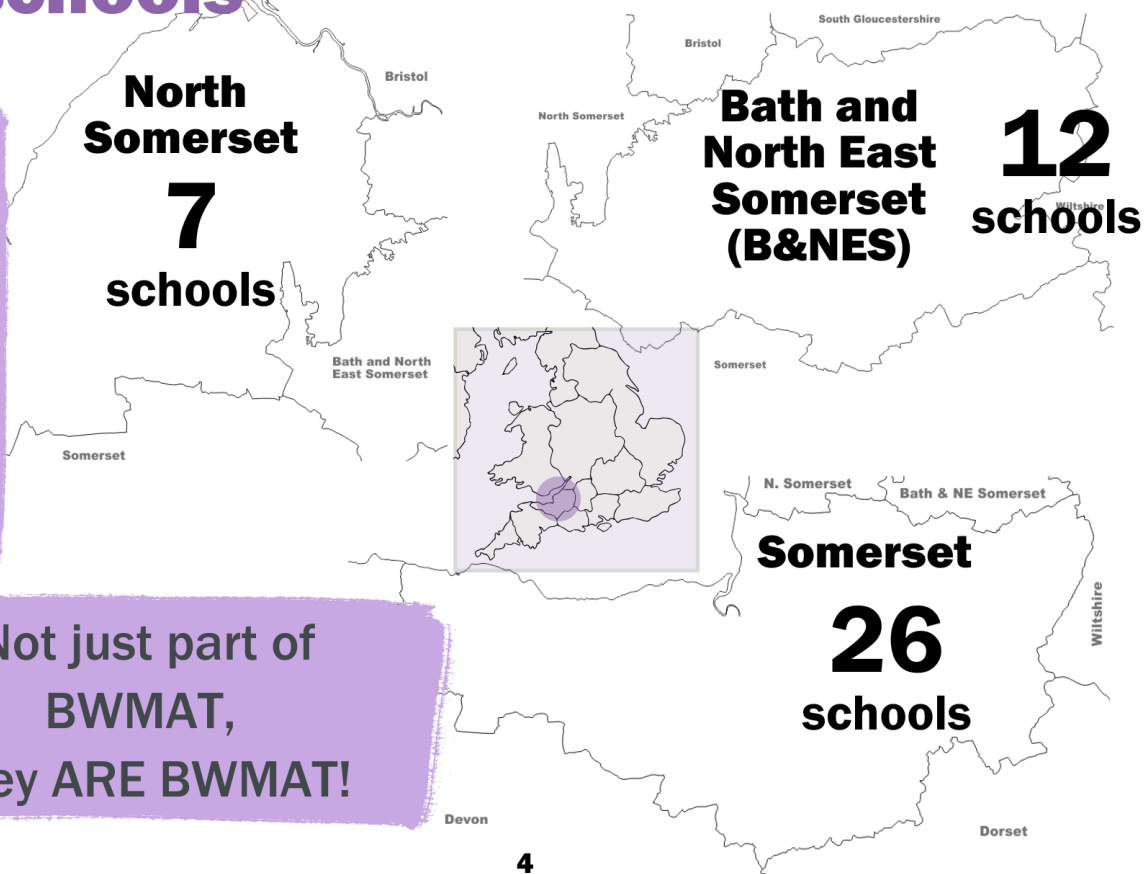




# BWMAT Schools

## Our schools

45 schools  
1511 staff  
9000+ pupils



Not just part of BWMAT, they ARE BWMAT!

