



BATH & WELLS  
**Multi Academy Trust**

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

# **St Georges Church School**

## **Headteacher Recruitment Pack**



***"Life in all its fullness" John 10:10***

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## Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in our advertisement. I hope you will find this information pack helpful, and that it furthers your interest in this opportunity at our wonderful school. The following pages show just a few examples of what our fantastic pupils have achieved, and some of the reasons why they love St Georges so much.

To give you a chance to see our school for yourself, we would very much like to welcome you to visit us and meet some of the children and staff. Please contact the school office if you would like to arrange this before we break up for half-term on 9 February.

Our new headteacher will join us at an exciting time for St Georges, leading the school forward in its drive to deliver an outstanding education for all pupils and to enable each child to flourish and grow to his or her full potential.

We are seeking to appoint a headteacher who will inspire, challenge, support and nurture pupils and staff alike. On taking up the post, our new head will work closely with governors, officers from the Bath & Wells Multi Academy Trust and school staff to sustain achievement and attainment in Key Stage 2, leading and developing an ambitious team to consolidate and expand on the progress already made within the school.

Supported by a committed governing body and an enthusiastic staff team, with wider support from our ecumenical partners, parents and local community, our new headteacher will be in a position to build on the high standards that we aspire to in all areas of school life, while upholding our distinctive Christian ethos.

Being part of the Bath & Wells Multi Academy Trust will also provide our new head with a very supportive local network, as St Georges is one of seven schools that currently make up the North Somerset hub. Schools work collaboratively within their hubs for locally identified and driven school improvement and professional development.

We are very much looking forward to working with our new headteacher, and to forging a positive and enjoyable working relationship.

I would like to thank you again for your interest in this post, and I look forward to receiving your application.

Yours faithfully

**Lyndsay Markham**  
Chair of Governors  
St Georges Church School and Nursery



## Important information

### School visits:

We welcome potential applicants to visit the school before we break up for half-term on Friday 9 February. To arrange a visit, please contact Alison Sneddon-Coombes, our business manager (asneddon-coombes@stgeorges.bwmat.org).

### Closing date for applications:

**12 noon on Monday 19 February 2018**

**Please return your online application form and accompanying letter to Christine Richardson (christine.richardson@bwmat.org).**

When writing your letter of application, please include your reasons for applying for the headship of this school and the experience and skills that would equip you for this role. Your letter should be no more than two pages in length.

### Shortlisting of candidates:

**Thursday 22 February 2018**

If you are shortlisted, we will notify you after 6pm on Thursday 22 February and your referees will then be sent a reference request.

### Selection process:

**Wednesday 7 March 2018 (Day 1)**

**Thursday 8 March 2018 (Day 2)**

If you are shortlisted at the end of Day 1, you will be invited to attend an interview on Day 2.

### Employer:

This appointment will be under the Bath & Wells Multi Academy Trust as the overarching employer.

### Safeguarding:

The school is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory references and an enhanced DBS check.

### School contact details:

St Georges Church School  
Pastures Avenue  
St Georges  
Weston-super-Mare  
BS22 7SA  
Tel: 01934 426901 / Fax: 01934 426876  
Email: office@stgeorges.bwmat.org

### Website:

[www.stgeorgeschurchschool.co.uk](http://www.stgeorgeschurchschool.co.uk)

## What we like about our school...

### Reception

- 😊 "I like doing fun things."
- 😊 "I like my teacher."
- 😊 "Our dinosaur!"

### Year 1

- 😊 "We love our teacher."
- 😊 "It's clean and shiny."
- 😊 "There's always lots to do."

### Year 2

- 😊 "We're all kind to each other."
- 😊 "We play together."
- 😊 "It's a church school."
- 😊 "We love pond-dipping in our pond."
- 😊 "We pray to God."

### Year 3

- 😊 "If I didn't come to this school I wouldn't know as much as I do, and the learning is fun."
- 😊 "All our friends."
- 😊 "The lovely teachers."
- 😊 "Everything!"
- 😊 "This school is very special and I will never forget it as long as I live. We do things together and no-one is left out."

### Year 6

- 😊 "St Georges is fun; the lessons are fun and we have exciting activities to learn from."
- 😊 "We are really good at sports and get lots of teams into finals."
- 😊 "The school welcomes new pupils and new staff very well and is open to new ideas."
- 😊 "Children feel safe and are respectful to teachers and each other."

*This is what our pupils say...*

### Year 5

- 😊 "The teachers are really helpful."
- 😊 "Teachers give us respect and tell us all the things we need to know."
- 😊 "In our feedback in our books, our teachers give us comments to encourage us."
- 😊 "The different play equipment outside for the different ages."
- 😊 "We have a nice uniform."
- 😊 "We can play football and netball at lunchtimes."

### Year 4

- 😊 "It's a church school and we think about God and Jesus."
- 😊 "Lots of activities like sports day and charity days when we can raise money to help other children."
- 😊 "Our Mutende link."
- 😊 "We worship together."



## What we like about our school...

Our pupils leap at every opportunity to play an active part in school life, whether through the school council, the eco council or the ethos committee. They participate enthusiastically in our daily act of collective worship, and the whole school can celebrate individual achievements at our special celebration worship each week.

*The children were delighted when our Baptist foundation partners presented every pupil with his or her own copy of the Bible.*



*Year 2 children experience a day in the life of a Victorian pupil (above), and pupils decorate 'cakes for Granny' during their Little Red Riding Hood enrichment activities (below).*



The children enjoy special events within the school curriculum, too. Earlier this term they had great fun exploring the tale of Little Red Riding Hood and working towards a written outcome, including scripts and alternative versions of the story. They also look forward to special class days when they can come into school dressed as Victorians, Ancient Egyptians or Ancient Greeks, or can recreate a Viking invasion, vividly bringing the curriculum to life.

*Year 5 get into the spirit of a Viking invasion (right).*



Children enjoy using our on-site pond area (below) and its 'mini-beast hotel' to investigate different habitats. The information boards around the pond contribute to science and geography lessons, while the area is also a useful stimulus for writing and art.



We have a lively nursery (right), catering for 24 three- and four-year-olds, where pupils enjoy learning through imaginative play and make an excellent start to school life.





Pupils are always eager to help those less fortunate than themselves. The school has links with the Mutende Project, and children in each class regularly pray for their class partner in Zambia. We also have connections with churches in Albania, and at Christmas the children and their families enjoy putting together gifts for Albanian children through the WEBox Appeal. They are always keen to engage in national charitable or local community events together, raising funds for good causes such as the Lighthouse Project, Bristol Children's Hospital, the Wallace & Gromit Grand Appeal, Children in Need, the RNLI and the Great Western Air Ambulance (left).



We also have a vibrant music, drama and dance scene. At Christmas, all children take part in either the EYFS and KS1 nativity play or the KS2 carol service. Members of our KS1 dance club are among the youngest participants in the North Somerset Dance Festival each year, and their fantastic performances invariably receive a rapturous response. In KS2, many of our pupils join the school choir or orchestra and enjoy taking part in our spring concert. And at the end of each school year, our Year 6 class always treats us to a memorable stage production before they leave St Georges.



*Children in EYFS and KS1 enjoy their nativity play.*



*Backstage at the Weston Playhouse theatre, our KS1 dance club prepares for the North Somerset Dance Festival.*



*Year 6 wowed us with their performance of 'The Jungle Book'.*

Our sports teams take part in a wide range of competitive events with local schools and always acquit themselves well, demonstrating excellent sporting behaviour – even on the occasions when they don't win! The children also enjoy our annual sports day, when they compete in fun events within teams named after different Olympic countries.



*Our Year 5 and 6 team won the Touch Rugby World Cup in 2017 (above left), and 'Team Kenya' were the delighted winners of our school sports day last summer.*

Finally – and most importantly – our pupils are proud to be part of St Georges Church School, and we are proud of them.



***'Celebrating life and learning together'***







## Our ethos

St Georges Church School is a Christian learning environment at the heart of its community. We promote care, respect and responsibility, and we expect high standards in all aspects of school life.

The Christian ethos is at the heart of everything that our school seeks to do and achieve. By Christian ethos, we mean the values of faith such as honesty, generosity, selflessness, forgiveness, reconciliation, care and respect for others. These will find full expression in the life of the school, where every individual is cared for and valued.

Our school's ecumenical Christian foundation is supported by the Church of England, Baptist and Methodist churches. There is a daily act of collective worship, where pupils and staff come together to share time for reflection.

## Our values

St Georges Church School is an inclusive primary school, designed to meet the educational needs of today's children. The school welcomes equally pupils with a Christian faith, pupils with other faiths and pupils with no faith.

We seek to cater for children of all abilities by offering a broad and distinctive curriculum in an inspiring learning environment. We believe that education is holistic and should nurture the social, personal, mental, cultural, physical, emotional and spiritual development of each child.

We have a first-class team of dedicated, professional staff to ensure that every child has the opportunity to reach their full potential in all areas.

We build a partnership between children, parents, staff, governors, churches and the community as a whole, and we also share expertise and facilities with other schools within the Trust and with the wider community.

We believe in learning for life, and St Georges aspires to provide pupils with the best start possible. We will provide a rich and stimulating curriculum and environment, where learning is fun so that all individuals can achieve their God-given potential.

# Our school prayer

Almighty God

We give thanks for St Georges Church School

For us it is a special place

Let the joy of friendship bless us all and  
strengthen our school family

Be with us in our learning,  
in our laughter and in our tears

Guide us in our journey together

And help us always to live with  
confidence and trust in you

We ask this through Jesus Christ, our Lord

Amen



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## About the Bath & Wells Multi Academy Trust

The family of schools within the Bath & Wells Multi Academy Trust has been growing since 2012 and stretches across the area of the Diocese of Bath & Wells, from Portishead to Yeovil and from Shepton Mallet to Taunton.

The Trust's primary schools come in all sizes and serve both rural and urban communities, but we are all bound together with a common ethos and determination to provide the best possible learning opportunities for our children.

Each school within the Trust is unique and distinctive and we are committed to celebrating the local context and purpose of each school. The Trust's vision is for all of its schools to become highly successful in meeting the needs of the community they serve, and to become something in which children, parents, staff and the community can take pride.

The purpose of the Trust is to secure the rapid and sustained improvement of all its academies. The Trust enables and encourages schools to work together, share expertise and maximise resources. We strive for a family of Bath & Wells academies that offer a great learning experience for every child.

We seek to ensure the best possible educational outcome for every child. We believe that every child has the right to a good education and this will be achieved within a distinctively Christian context, valuing each child as an individual. For more information about the Trust, please visit [www.bwmat.org/about-us/ethos-and-values/](http://www.bwmat.org/about-us/ethos-and-values/)

We highly value every staff member and recognise that our aims and objectives cannot be achieved without the hard work and commitment of every individual. We are committed to our people offer, to always working within our values, supporting staff wellbeing and providing all staff with a voice. Working for the Bath & Wells Multi Academy Trust offers excellent professional development opportunities, a supportive and collaborative network, and enhanced staff benefits. For more information please visit the 'working for us' section on our website: [www.bwmat.org](http://www.bwmat.org).

**"Life in all its fullness" John 10:10**





## Person specification – headteacher

	Essential	Desirable
<b>Training and qualifications</b>	<p>Qualified teacher status</p> <p>Recent safeguarding training</p>	<p>NPQH</p> <p>Diocesan pre-headship training</p>
<b>Evidence of successful experience</b>	<p>Recent experience in senior management within a school</p> <p>Experience of Foundation Stage/KS1/KS2</p> <p>Evidence of continuous professional development</p> <p>Experience in translating local and national policy into school context</p> <p>Experience in ensuring ambitious standards for all pupils</p> <p>Experienced in leading others and holding staff to account</p> <p>Experienced in creating, developing and implementing efficient systems, policies and processes</p> <p>Experienced in developing rigorous systems for measuring and managing performance</p> <p>Experience of developing good working relationships with all stakeholders</p> <p>Proven track record of successful collaborative and inspirational leadership and delivery of learning</p> <p>Experience of analysing performance data and target setting</p> <p>Experience in monitoring and improving the quality of teaching and learning</p> <p>Experienced in creating, retaining and deploying effective staffing structures</p> <p>Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high</p>	<p>Experience of working in more than one other school</p> <p>Experienced in leading a variety of curriculum areas</p> <p>Substantial leadership experience in more than one setting</p> <p>Experienced in contributing to collaborative activities with partner schools</p>

	<p>performance</p> <p>Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement</p>	
<b>Knowledge and understanding</b>	<p>Understanding of effective teaching and learning across the primary age range, as well as at stages of transition</p> <p>Knowledge of effective school governance and able to effectively support the school's local governing body</p> <p>Knowledge of best practice/entrepreneurial approaches to school improvement, leadership and governance</p> <p>Transition arrangements between key stages and between primary and secondary phase</p> <p>Knowledge of strategies to meet the needs of all pupils in a mixed primary setting</p> <p>Up-to-date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally</p>	Understanding of community based learning
<b>Skills and abilities</b>	<p>Able to instil a strong sense of accountability in staff</p> <p>Ability to articulate clear values and moral purpose</p> <p>Ability to lead by example, with integrity, creativity, resilience and clarity</p> <p>Ability to draw on the expertise of governors</p> <p>Ability to work with political and financial astuteness, with clear principles centred on the school's vision</p> <p>Able to compellingly communicate the school's vision and drive the strategic leadership, with proven ability of implementing strategies</p> <p>Ability to secure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom</p> <p>Ability to establish a culture and sharing of best practice with the school and across the BWMAT</p> <p>Skilled in creating an environment where staff and pupils are motivated, supported and able to develop</p> <p>Ability to support the development and training of staff</p> <p>Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent safeguarding practices</p>	

	<p>Ability to effectively exercise curriculum-led financial planning</p> <p>Able to work with other schools and organisations, championing best practice</p> <p>Ability to effectively challenge, inspire and influence others where appropriate</p> <p>Able to manage own workload and that of others</p> <p>Ability to enthusiastically promote the Christian ethos of the school</p> <p>Ability to lead, manage and successfully implement change</p> <p>Excellent organisational skills</p> <p>Excellent problem-solving skills</p> <p>Ability to engage positively with the wider school community</p>	
<b>Qualities and characteristics</b>	<p>Enthusiastic about out-of-classroom learning</p> <p>Reflective and self-critical</p> <p>Excellent interpersonal and communication skills at all levels</p> <p>Caring and respectful</p> <p>Understanding of and empathy with the Christian distinctiveness of our school</p> <p>Committed to supporting the aims of the wider MAT</p> <p>Commitment to participate in collaborative activities with other schools across the MAT</p>	





## Job description

**Post:** Headteacher  
**School:** St Georges Church School  
**Responsible to:** The Local Governing Board and Bath & Wells Multi Academy Trust (MAT)

### Overriding Requirements

The Headteacher shall carry out his/her 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 MAT).

### Job Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school.

With the Local Governing Board and the MAT Executive Leadership Team, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships and, in particular, those that promote the school's Christian ethos.

The Headteacher is accountable to the Local Governing Board and MAT Executive Leadership Team for ensuring the educational success of the school within the overall framework of the MAT strategic plan, as well as the individual school strategic plans. They are responsible for the quality of teaching and learning, the internal organisation, the 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 work.

### Key Relationships

The Headteacher will establish and maintain effective working relationships with:

- The MAT's Executive Leadership and Central Team
- The school's Local Governing Board
- The MAT's Board of Directors
- The Diocese of Bath and Wells
- The Headteachers of local secondary schools
- The Headteachers of local primary and special schools, particularly those primary schools that are members of the MAT
- Early Years providers
- Other services and agencies for children, including social care, health care and the police.

## **Key Responsibilities and Accountabilities**

The following duties are to be carried out in consultation with, as appropriate, the Local Governing Board, the MAT's Board of Directors, the MAT Executive Leadership Team and Central Team, the Diocese of Bath and Wells Officers, the staff and parents.

### **A. Strategic Direction and Development**

1. Develop a strategic view for the school within its church community, identifying and determining its philosophy, overall aims and targets.
2. 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.
3. Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring that these take account of national and global trends, local and school data, and inspection and research findings.
4. 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.
5. Ensure the commitment of all those involved in the school to its vision, aims and objectives.
6. Ensure that the management and organisation of the school supports its vision, aims and objectives.

### **B. Learning and Teaching**

1. Determine, organise and implement a diverse, flexible and appropriate curriculum for the school, and implement an effective assessment framework.
2. 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.
3. 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.
4. 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.
5. Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school and the development of the pupils, and within the potential resources available to the school.
6. 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.

7. 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.
8. Participate, to such an extent as may be appropriate, and in consultation with the MAT Executive Leadership Team and the school's Local Governing Board, in the teaching of pupils in the school, including the provision of cover for absent teachers.

**C. Leading, Managing and Deploying Staff**

1. In consultation with the Local Governing Board and the MAT Executive Leadership Team, take the lead role in the selection and recruitment of the teaching and support staff in seeking to ensure that the best available people are appointed.
2. 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.
3. In accordance with MAT policies, implement and sustain effective systems for the management and induction of staff performance, participating in arrangements for the appraisal of his/her own performance and the appraisal and performance management of teaching and support staff as appropriate.
4. 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 MAT, as appropriate.
5. Ensure that teachers at the school receive information they need in order to carry out their professional duties.
6. Ensure that professional duties and conditions of employment as set out in local and national conditions of service, as modified by the MAT, for headteachers, teachers and support staff are fulfilled.
7. 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.
8. Foster and maintain relationships with organisations representing teachers and support staff.

**D. Deployment of Resources**

1. In consultation with the Local Governing Board and MAT Executive Leadership Team/Officers, set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.
2. Ensure the sound financial management of the school in accordance with MAT requirements and any overarching regulations.
3. 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.

4. 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.

**E. Accountability**

1. Be accountable for the efficiency and effectiveness of the school to the Local Governing Board, MAT, and the Diocese of Bath and Wells.
2. Fulfil the tenets of the Trust Deed.
3. Foster and maintain good community relations by implementing Diocesan policy and liaising with Diocesan officers.
4. Comply appropriately with the requirements of the Local Governing Board and the MAT in respect of the strategic management and direction of the school.
5. 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.

**F. Supporting the work of the MAT**

1. 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.
2. Embody the Christian ethos in all aspects of academy life.
3. Develop strong working relationships with MAT colleagues and contribute to collaborative working across schools.
4. Participate in MAT activities in order to share best practice, contribute to the development of MAT strategies and policies, and promote the school and the MAT in a local and national context.