



# Trinity Anglican Methodist School

## Headteacher recruitment pack



# Contents

<b>Letter from Chair of Governors</b>	<b>2</b>
<b>About the Bath &amp; Wells Multi Academy Trust</b>	<b>3</b>
<b>About Trinity Anglican Methodist School</b>	<b>4</b>
<b>Key School Information</b>	<b>5</b>
<b>What our Children and Staff are looking for in their Head teacher</b>	<b>6</b>
<b>What we Like about Trinity School</b>	<b>7</b>
<b>Useful Links</b>	<b>9</b>
<b>Important Information / The Application Process / Shortlisting / Interviews</b>	<b>10</b>
<b>Job Description</b>	<b>11</b>
<b>Person Specification</b>	<b>15</b>



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Portishead  
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Headteacher:  
Mrs S Nickells B.A. (Hons), M.Ed

January 2018

## Letter from the Chair of Governors

Dear Applicant

On behalf of the Governors I thank you for expressing an interest in this Head teacher vacancy at Trinity Anglican Methodist Primary School. I trust that the enclosed recruitment pack will provide you with relevant information about the school and may also encourage you to proceed with an application.

Portishead is a rapidly expanding town with numerous residential developments having taken place over the past 20 years. Trinity school is situated within one of these developments named the 'village quarter' and was built at the same time as the houses some 10 years ago. Consequently the school has a very close and prominent presence within the local community. We would wish the new Head teacher to continue this essential link.

We are seeking to appoint a new Head teacher who will motivate and encourage the hard working and supportive staff and children who together, maintain the Christian ethos of the school and providing opportunities for each child to attain their full potential.

Currently we have a 'Good' OFSTED rating and an 'Outstanding' SIAMS rating. The challenge for the new Head will be to continue the journey and achieve and maintain an outstanding rating for both.

In your letter of application you should explain how your skills and experience will enable you to address these areas for improvement.

Thank you again for your interest in this position we look forward to your application and meeting you should you visit the school.

Regards

*B Hunt*

Brian Hunt  
Chair of Governors  
Trinity Anglican Methodist Primary School

## About the Bath & Wells Multi Academy Trust

Trinity Anglican Methodist School joined the Bath & Wells Multi Academy Trust (the Trust) on 1<sup>st</sup> March 2016. The family of schools within the Trust has been growing since 2012 and stretches across the area of The Diocese of Bath & Wells from Nailsea to Wincanton and from Shepton Mallet to Taunton. Our 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 MAT is unique and distinctive and we are committed to celebrating the local context and purpose of each school. Our vision is for all of our schools to become highly successful and meet the needs of the community in which they serve. And, for all of our schools to become something in which children, parents, staff and the community are proud of.

The purpose of the MAT is to secure the rapid and sustained improvement of all of its academies. The MAT 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 MAT please visit <http://bathwellsmat.org/ethos-and-values/>

We highly value every staff member working for the Trust and recognise that all of our aims and objectives cannot be without the hard work and commitment of every individual staff member. We are committed to the continuous development of all staff, to supporting staff wellbeing, listening to staff, providing excellent staff benefits and competitive reward packages. For more information please visit the 'working for us' section on our website: <http://www.bwmat.org/>



# About Trinity Anglican Methodist School

## Our Christian Statement

**I am come that they might have life, and that they might have it more abundantly.  
John 10, v.10**

Trinity Anglican Methodist Primary School embraces the Christian foundation and values it is based upon. The school was created through a partnership between the Anglican and Methodist Churches in Portishead and North Somerset and was created in 2008.

Since Trinity started this will be our 2<sup>nd</sup> Head teacher appointment.

As a church school, we work with children, parents, staff, governors and our the churches Portishead Methodist and St Peters Church of England to provide a safe environment in which everyone is valued. This ensures that we are able to watch our children grow, not only in knowledge and understanding, but also in confidence and responsibility.

We believe that that each member of our school community has the opportunity to flourish and learn to live life to the full, within the nurturing ethos that comes from a perspective that every person is special to God.



## The Heart of Trinity

To learn more about Trinity's Values, the community, curriculum, learning & teaching, assessment and leadership please read our Heart of Trinity.

A hard copy can be made available from the school or see on our website along with the Recruitment information at <http://www.trinityprimaryschool.co.uk/our-vacancies/>.

Another way to learn more about us is to come and visit available dates are on page 10.

Key School information	
<b>Type of school</b>	Primary Academy within The Bath & Wells Multi Academy Trust
<b>Age range</b>	4-11 (plus a Nursery 3 years)
<b>Location</b>	Portishead, North Somerset, Near Bristol
<b>Budget</b>	In surplus
<b>Senior Leadership Team</b>	Headteacher, Deputy Headteacher
<b>Number of teaching staff</b>	Nursery 1 teacher Nursery 2 TAs, 2 LSAs 13 F/T teachers, 6 P/T teachers 2 HLTAs, 9 LSAs, 3 TAs 1 Learning Mentor
<b>Number of children on roll</b>	48 – Nursery 445 – Reception – Year 6
<b>Average class size</b>	30
<b>Attendance Sept-Dec 2017</b>	92%
<b>Date school established</b>	September 2008
<b>% of children with SEN</b>	4.54%
<b>% of children with on FSM</b>	1.65%
<b>% of children with EAL</b>	2.27%
<b>% of pupils in receipt of Pupil Premium</b>	7.23%
<b>Entry level attainment</b>	80% Reception children meeting good level of development
<b>2017 KS1 results</b>	Phonics screening = 85% Reading 94% Writing 85% Maths 83%
<b>2017 KS2 results</b>	Reading 71% Writing 80% Maths 64% Reading, Writing & Maths 51%
<b>Other schools within The Bath &amp; Wells Multi Academy Trust</b>	All Saints Church School, Bishops Lydeard Church School, Cheddon Fitzpaine Church School, Churchfield Church School, Court De Wyck Church School, Holy Trinity Church School, Horsington Church School, Kingshill Church School, Norton Fitzwarren Church School, Oakhill Church School, St Andrew's Church School, St Georges Church School and Nursery, St James Church School, St John and St Francis Church School, St John the Evangelist Church School, St Mark's Primary School, Staplegrove Church School, Wembdon St George's Church School
<b>Latest Ofsted Report - 18<sup>th</sup> June 2013</b>	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/134829">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/134829</a>
<b>Latest SIAMS Inspection – 5<sup>th</sup> February 2015</b>	<a href="http://www.methodist.org.uk/our-work/our-work-in-britain/education/siams-inspections">http://www.methodist.org.uk/our-work/our-work-in-britain/education/siams-inspections</a>



## What our Children and Staff are looking for in their Head teacher

- ☺ "Someone who cares about children"
- ☺ "Someone who listens to what the children, school, staff needs"
- ☺ "Someone who can help me reach my aspirations in life"
- ☺ "Someone who loves our school animals"

- ☺ "Someone who likes music because we love singing"
- ☺ "Someone who mucks in and helps with all sorts"
- ☺ "Someone who helps with our learning"
- ☺ "Someone who remembers our names"
- ☺ "Someone who is firm but fair"

### A Recipe for a great Head teacher

A spoonful of love  
A sprinkle of happiness  
A cupful of courage  
A plateful of kindness  
A bottle of friendship  
A glass full of stories  
A jug full of respect  
A sieve of aiming high  
A squeeze of thankfulness  
A mixture of truth  
A pot full of justice  
A handful of service

Then we have made a great head teacher with a cupful of proud children.

- ☺ Honest
- ☺ Fun
- ☺ Kind
- ☺ Caring
- ☺ Funny
- ☺ Aspirational
- ☺ Clever
- ☺ Understanding
- ☺ Consistent
- ☺ Welcoming

- ☺ Sharing
- ☺ Lovely
- ☺ Helpful
- ☺ Compassionate
- ☺ Happy
- ☺ Trustworthy
- ☺ Supportive
- ☺ Encouraging
- ☺ Helps builds confidence

- ☺ "Someone who shows all the school's values"
- ☺ "Someone that can see the big picture"
- ☺ "An approachable person that staff and children feel able to talk to"
- ☺ "Someone who will show love to everyone"

- ☺ "Someone who comes out to talk to us at play and comes into our classroom to see our work"
- ☺ "Someone who won't change the things we love about school"

"I want a head teach to treat everybody the same and help us to learn lots of things, to help us to get better at things we don't know how to do but not tell us everything – just push us to do better than our previous best."

# What we like about Trinity school

This is what the children say ...

- ☺ Friendly – we look after each other.
- ☺ Christian – we learn lots of stories about God and Jesus
- ☺ Our school pets
- ☺ Good classroom equipment
- ☺ We're a healthy school
- ☺ Worship
- ☺ ICT Suite, Laptops, iPads
- ☺ "Learning new things"

- ☺ Reading books & book corner
- ☺ Charity events
- ☺ Trinity's got talent
- ☺ "The teachers and staff are very encouraging"
- ☺ "I like the fact that we have a school dog"
- ☺ "I like the Christmas Fair"
- ☺ "Space to run around at break-time"

- ☺ "It's a safe school"
- ☺ "Being part of a community and we are all equal"
- ☺ "We demonstrate our school values"
- ☺ "We respect everyone"
- ☺ "We are all friendly and help one another"
- ☺ "We raise money for people in need"

- ☺ "We like playing outside Mint class"
- ☺ "We like how we look after one another"
- ☺ Friends and friendships
- ☺ School Trips
- ☺ Feeling inspired
- ☺ Being inclusive

This is what the Staff say ...

- ☺ "We care for the whole child"
- ☺ "Knowing we are making a difference"
- ☺ "We look out for others"
- ☺ "We put children first"
- ☺ "We have fun"
- ☺ "We have happy children"
- ☺ "We're approachable and friendly"
- ☺ "Our school values"



# What we like about Trinity school



Each week the whole school celebrate the successes of the children



Everyone is passionate about raising money for others. We have raised money for Children in Need, Penny Brohn, Children's Society and many others.



Lessons include exploring and lots of fun.

At Trinity we have a school puppy, at time of advertising she will be 7 months old. Her name is Luna and since arriving at the school in August 2017 she has been supporting children.



Children are involved in lots of sporting events. Whole school sports day is a firm favourite.

Community groups is where children are given the opportunity to get involved with something. Some examples – gardening, pets, singing, cooking, fund raising.



# Useful Links

**Further information about the school:**

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

**To read more about our Christian distinctiveness:**

<http://www.trinityprimaryschool.co.uk/our-christian-foundation>

**To read other policies:**

<http://www.trinityprimaryschool.co.uk/vision-and-policy>

**To visit our class pages:**

<http://www.trinityprimaryschool.co.uk/topic/class-pages>

**To visit the Bath & Wells Diocesan Academies Trust website:**

<http://www.bwmat.org>

# Important Information

## School Visits:

We warmly welcome visitors on **Thursday 11<sup>th</sup> January, Tuesday 16<sup>th</sup> January or Monday 22<sup>nd</sup> January at 2.30pm.** To arrange a visit, please telephone Avril Steel on 01275 397710 or email [asteel@trinity.bwmat.org](mailto:asteel@trinity.bwmat.org)

## The 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 contact Avril Steel 01275 397710 or email [asteel@trinity.bwmat.org](mailto:asteel@trinity.bwmat.org).

To apply please visit <http://www.trinityprimaryschool.co.uk/our-vacancies/> or <http://www.bwmat.org/vacancies/> please complete and return the application form. Please return your application with a covering letter of no more than two pages in length.

**Closing date for applications:** **12 noon on Wednesday 31<sup>st</sup> January 2018**

Please send your application either by post: Mrs Avril Steel  
Trinity Anglican Methodist Primary School  
Marjoram Way  
Portishead  
Bristol, BS20 7JF

Or via email to: [asteel@trinity.bwmat.org](mailto:asteel@trinity.bwmat.org)

## Shortlisting:

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

The shortlisting of candidates for interview will take place on: **Wednesday 7<sup>th</sup> February 2018**

If you are invited to interview, we will notify you by email on: **Friday 9<sup>th</sup> February 2018** and your referees will then be sent a reference request.

## Interviews:

Interviews will take place at Trinity Anglican Methodist Primary School, Portishead. Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory pre-employment checks.

The interviews will commence on **Monday 5<sup>th</sup> & Tuesday 6<sup>th</sup> March 2018**

## School Contact Details:

Trinity Anglican Methodist Primary School  
Marjoram Way, Portishead, Bristol, BS20 7JF

Tel: 01275 397710

Fax: 01275 397711

Email: [asteel@trinity.bwmat.org](mailto:asteel@trinity.bwmat.org)

Website: [www.trinityprimaryschool.co.uk](http://www.trinityprimaryschool.co.uk)



# Job Description

<b>Post:</b>	<b>Head teacher</b>
<b>School:</b>	<b>Trinity Anglican Methodist Primary School</b>
<b>Responsible to:</b>	<b>The Schools Local Governing Board and The Bath &amp; Wells Multi Academy Trust's Executive Leadership Team and Directors</b>

## Overriding Requirements

The Head teacher 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 Head teachers and the Burgundy Book, as amended or modified by the Bath & Wells Multi Academy Trust (hereafter referred to as the BWMAT).

## Job Purpose

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

Working with the Local Governing Board and the BWMAT Leadership Team, the Head teacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Head teacher 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 Head teacher is accountable to the Local Governing Board and the BWMAT's Executive Leadership Team and Directors for ensuring the educational success of the school within the overall framework of the BWMAT strategic plan as well as the schools 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.

## Key Relationships

The Head teacher will establish and maintain effective working relationships with:

- The BWMAT's Executive Leadership and Central Team.
- The school's Local Governing Board.
- The MAT's Board of Directors.
- The Diocese of Bath and Wells.
- MAST – Methodist Academies & Schools Trust
- Local Anglican and Methodist Churches

- Other schools and Head teachers within the B&WMAT
- The Head teachers of local secondary schools
- Head teachers 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.

## **Key Responsibilities and Accountabilities**

The following duties are to be carried out in consultation with as appropriate, the Local Governing Board, the BWMAT's Board of Directors, MAT Executive Leadership Team and Central Team, the Diocese of Bath & 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 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 and aims and objectives.

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

1. Determine, organise and implement a diverse, flexible 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, 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 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.

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

1. 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.
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 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.
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 BWMAT, 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 BWMAT, for Head teachers, 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 BWMAT Central Team, 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 BWMAT 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, BWMAT Directors, 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 BWMAT 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. Embed the Christian ethos in all aspects of academy life.
3. Develop strong working relationships with BWMAT colleagues and contribute to collaborative working across schools.
4. 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.



# Person Specification

## Head teacher

	Essential	Desirable
<b>Training and Qualifications</b>	<p>Qualified teacher status</p> <p>Regular safeguarding training with evidence of annual updates.</p>	<p>NPQH</p> <p>Diocesan pre-headship training</p>
<b>Experience</b>	<p>Recent experience in senior management within a school</p> <p>Experience and knowledge of foundation / 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 managing 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 relationship 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</p>	<p>Experience of working in more than one other school</p> <p>Experienced in managing 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>Recent experience as a Head teacher</p>

	<p>deploying effective staffing structures</p> <p>Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high 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>Knowledge of effective primary practices and effective assessment tools</p> <p>Knowledge of effective school governance and able to effectively support the school's local governing body and building good working relationships with the LGB</p> <p>Knowledge of best practice/entrepreneurial approaches to school improvement, leadership and governance</p> <p>Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED and SIAMS 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 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 an 'open classroom' culture and sharing of best practice</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 lead, manage and successfully implement change</p> <p>Excellent organisational skills</p> <p>Excellent problem solving skills</p>	
<b>Christian Distinctiveness</b>	<p>Ability to uphold Christian ethos with strong spiritual leadership and enthusiastically promote throughout the school.</p> <p>Ability to further develop the partnership with the Methodist and Anglican church teams in Portishead.</p>	
<b>Qualities and characteristics</b>	<p>Committed to providing inspirational class education for pupils</p> <p>Optimistic behaviours and attitudes</p> <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>Engage and involve the whole school community</p> <p>Caring and respectful</p> <p>Sympathetic to the Christian faith</p> <p>Committed to supporting the aims of the wider MAT</p> <p>Enthusiasm to participate in collaborative activities with other schools across the Bath and Wells Multi Academy trust and develop relationships with other schools in the local community.</p>	
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