



BATH & WELLS
Multi Academy Trust

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



Join Us

Headteacher

St Stephens's Primary
Church School

Application pack





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Contents

All you need to know

- ◆ Meet our CEO. Click [here](#)
- ◆ Meet the Chair of Governors. Click [here](#)
- ◆ The voice of our children. Click [here](#)
- ◆ The voice of our staff. Click [here](#)
- ◆ All about us at St Stephen's Primary Church School. Click [here](#)
- ◆ Our Trust Family. Click [here](#)
- ◆ Bath and Wells Diocese. Click [here](#)
- ◆ Useful Links. Click [here](#)
- ◆ The Application Process / Shortlisting. Click [here](#)

Application pack



Dear Applicant,

We are advertising for the post of Headteacher at St Stephen's Primary Church School, one of the schools within our Trust Family, and we are delighted that you are interested in joining us.

In truth, though, we are looking for a lot more than a Headteacher.

We want to welcome an exceptional individual into our large family of 33 unique primary schools, but we are also looking for a colleague who brings new ideas and innovation, and who is as comfortable collaborating with other heads and colleagues as he or she is leading the team at St Stephen's Primary .

Another key attribute will be the ability to make St Stephen's Primary stand out while ensuring that the clear vision of the Trust is always at the heart of everything that goes on. This is a fine line to walk but this is why we are seeking exceptional.

This vision is underpinned by Educational and Aspirational Values; Moral and Christian Values; and Collaborative Values. We will expect the Headteacher at St Stephen's Primary to grasp this from Day 1 and use these values to shape the school's future.

Our Trust is unlike most others. We have the common bond of being primary educators, but each school is unique. That sounds like a cliché, but it is true, and it is this individual uniqueness, existing in a group of 33 schools, which is our strength. While we extend reassurance to our families, our 1,500 colleagues offer reassurance to each other, bringing different, varied, and imaginative solutions to problems. Every Headteacher in our Trust must be able to connect his or her own staff 'family' to this extended family.

It has been an unprecedented year for us all. We serve varied communities and we know every family has been touched by Covid, whether directly with the virus or as a result of hardship and, for many, the school has been a single beacon of reassurance and they will know they can rely on us – every single time. We want this sense of community to continue to thrive as we enter 2021 and hopefully a return to some kind of normality.

As CEO, I have spoken before about kindness, respect, forgiveness, perseverance, and love being central to our school life. This must be central to the thinking of all of our Headteachers.

We hope that you will feel that this is the kind of environment you will flourish and grow within, and look forward to receiving your application.

Yours sincerely

Nikki Edwards

Chief Executive Officer

Application pack





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Welcome

Meet Our Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Headteacher at St Stephen's Primary Church School.

We hope our information pack provides you with an insight into our school of which we are very proud.

From our website: "St Stephen's is a caring, happy and ambitious church school, reflected in our four core values of **Love, Courage, Creativity** and **Joy**. Rooted in an inclusive and caring Christian approach, we strive to help every child find a place in the world that is the right shape for them by inspiring them with enriching experiences, challenging them to achieve, and enabling them to gain a sense of who they are and how they can thrive in the wider world".

We are an active and supportive Governing Body who are looking to find a new Headteacher with strong communication, financial and people management skills who will seek to partner with the governing body to achieve wonderful outcomes for our children. This person should also be committed to pursuing the school's progress from a 'Good' to 'Outstanding' Ofsted rating.

The school has a strong focus on the school's Christian ethos and St Stephen's currently holds and Outstanding judgement from the last SIAMs inspection. The inspectors reported: "St Stephens is an outstanding learning community inspired by Christian values. It has exemplary and encouraging leadership. Children are highly valued and develop as confident and caring individuals within the strong and tangible Christian ethos which permeates all areas of the school's life." and we as a governing body would seek ongoing and strong leadership in this key aspect of our school's ethos.

On behalf of the Governing Body, thank you again for your interest in this position. We look forward to receiving your application.

Yours sincerely

Oliver Lay & Peter Baxter

Chair of Governors.

Bath & Wells Multi Academy Trust

Application pack





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All about St Stephen's Primary Church School

St Stephen's is a vibrant and happy two form entry primary church school that sits on a hill overlooking the historic UNESCO World Heritage site of Bath. The school has large, beautiful grounds and sits at the heart of its community. We have 365 pupils currently on roll, with 13 classes across the school, from Reception to Year 6 and have a successful wrap around care offering with breakfast and after school clubs.

Our school ethos is built upon our four core values of Love, Courage, Creativity and Joy. These are woven into, and evident within, the relationships which bind our school together: pupil to pupil, pupil to adult, adult to adult. Our core values are rooted in the Christian faith and the traditions of the Church of England. St Stephen's Church Rector, Reverend Philip, is the 'living bridge' between our school and our church. He is a familiar face in school and leads our Harvest, Christmas, Easter and Leavers' Services in the church which are always special celebrations of our school family.

We pride ourselves on being an inclusive school and are proud to represent our local community in full, celebrating each of our children and their wonderful promise, whilst welcoming opportunities to celebrate the diversity beyond our walls.

At Stephen's Church School we have mapped the Early Years Foundation Stage National Framework and the National Curriculum into our own areas of learning along with several strands which specifically address aspects of our school vision. This curriculum is designed to expand horizons and help our pupils to develop an understanding of their place in the world and we are committed to ensuring that every pupil leaves us with the skills and self-confidence required to thrive in their future, whilst ensuring they are nurtured, challenged and inspired within a high-quality primary school environment. That way, we can help every child to become the best that they can be.

A recent school and community initiative has been to declare a Climate Emergency and is evident in the way the school and community operates day to day. This initiative demonstrates the ongoing commitment the school and pupils have towards the future of our planet and helps children understand better their place in the world.

Please take the opportunity to familiarise yourself further with St Stephen's School by visiting our website www.st-stephens.bathnes.sch.uk where you can find out more information about life in our school.



Application pack



The voice of our children...

Cares about the environment
Sense of humour
Cares for children and likes
to spend time with them
Interacts with us
Approachable
Good listener
Understanding
Organised

Kind
Fun, lots of laughs
Serious sometimes
Caring
Don't always think about themselves but us
Always put what children need first
Creative
Has our core values
Responsible
Good problem solve, can figure out what the
children and school needs
Good public speaker

Very cheerful
Respectful
Have our core values
Be in charge and guide people
Friendly
Funny
Be kind to teachers
Honest
Follow Golden 3

Happy and smiley
Clear and fair rules
Full of joy
Patient
Respectful

Speaks to me
Knows who I am
Says Good Morning
Knows what to do
Can dance

Thoughtful
Helpful
Nice strict
Good listener
Respectful
Looks out for people
Kind and caring



The voice of our staff...

Clear vision for the school and organised.

A Headteacher that shares the school's ethos, thinks about what the children need and implements changes that, nurture and raise the children's aspirations. Someone who supports the staff by giving a breadth of CPD opportunities.

An excellent communicator.

An innovative and creative problem solver - especially with regards to funding and staff development.

I'd like someone kind with a view of where they want the school to go, with a vision for increasing numbers.

The Headteacher at St Stephen's will have a clear direction of how and WHY the school can be improved.

Someone with a strong vision of how our school can continue to thrive and progress through a creative, varied, and flexible approach to the curriculum and individual need

Someone who genuinely has the children's interests at heart.

Likes being with the children and enjoys their company and their individualities.

Whatever they are doing, they always have a smile for me.

A Headteacher that is supportive and understands the importance of relationships so they can empower staff and pupils to the best of their ability.





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Our Trust Family

Bath and Wells Multi Academy Trust

The work of our Trust family is
underpinned by exceptional

Educational and **Aspirational** values

Moral and **Christian** values

Collaborative values

Educational and Aspirational values

Every child will experience the highest quality teaching and learning

This teaching and learning will be delivered in the best possible environment

Teaching staff are committed to the best and most innovative practice and research

All children from all backgrounds are given the chance to change
their lives positively through learning

Every school is on a trajectory to become or remain Outstanding

Outstanding leaders in all our schools



Application pack



Our Trust Family

Ethos & Values

Moral and Christian values

Our distinctively Christian ethos underpins all the work of the Trust and every aspect of curriculum delivery

We reinforce values of kindness, respect, forgiveness, perseverance and love

Alongside an outstanding education, we deliver a focus on the quality of our children's characters

We guarantee year-round support for the most vulnerable and less well-off, as well as those who suffer discrimination and those living with disability

Collaborative values

Our Trust fundamentally exists to enable our schools to flourish

We give leaders and teachers, as well as LGBs, the chance to work together, sharing best practice

The Trust family Central team will deliver exceptional HR, IT, financial services and other professional and training support for all staff

We work with the Diocesan Education Department, drawing on resources, services and a shared vision



Bath and Wells Diocese

The Bath & Wells Multi Academy Trust works within the parameters of the Diocese of Bath & Wells, which is nearly coterminous with the traditional county of Somerset. It is a diverse region with:

- ◆ An extensive coastline along the Bristol Channel, often referred to as the Somerset Coast
- ◆ Three Areas of Outstanding Natural Beauty – the Blackdown, Quantock and Mendip Hills
- ◆ A large part of the Exmoor National Park

Bath has a distinct identity from much of the rest of the diocese, and the proximity of Bristol exerts a powerful influence on commuting and employment patterns.

The population of just over 909,000 has grown by 6.7% since 2001, faster than the national average, and is projected to grow to about 1 million by 2021. This is almost entirely through internal migration from other parts of the UK. Nearly all the increase in population in the last 10 years is accounted for by a higher proportion of adults, over 40, than the national average, and 20% fewer in their 20s-40s..

Church schools are a significant activity of the diocese. 36,000 children attend Church of England schools or academies. 50% of primary aged children attend a Church of England school. There are six Church of England secondary schools and three middle schools. State schooling in the diocese is provided by three Local Education Authorities: Bath and North-East Somerset (BANES), North Somerset, and the larger Somerset County Council.

Bath and Wells is overwhelmingly 'White British' (95%), with significantly lower rates of ethnic diversity and international immigration than England as a whole, even though these are slowly rising. BANES is closer to the national profile (83% 'White British', 8% black, Asian or mixed race), but still below average. 'White other' is the only other ethnic group to register above 2%, with pockets of European immigration in some urban centres.

In the 2011 census, 64% of Somerset people put their religion as 'Christian', significantly higher than the national average, but still a drop of 11% over the decade. Over the last 10 years the number specifying 'no religion' has doubled to 250,000. Other religious groupings are small: at 3,500 the Muslim population is the next highest, followed by Buddhists and Pagans.





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Living in Bath and Wells

Local sport and leisure ranges from the all-conquering 'Paul Nicholls' stable in Ditcheat' to the Somerset CCC and Yeovil Town FC , with a thriving local club scene in many sports. This includes three local racecourses at Wincanton, Bath and Taunton.

The diocese is rich in cultural opportunities - with literature and music festivals in the well-known centres such as Bath and Wells, as well as in the smaller towns and communities.

The Glastonbury Festival draws 180,000 visitors each year and Somerset's autumn cycle of carnivals is the biggest of its kind in Europe.

The Beautiful City of Bath has been a wellbeing destination since Roman times. The waters are still a big draw, both at the ancient Roman Baths and the thoroughly modern Thermae Bath Spa, which houses the only natural thermal hot springs in Britain you can bathe in.

Additionally, the thriving city of Bristol is just over an hour away, where you will find a range of events throughout the year, including the famous Balloon Fiesta. You will also find the Hippodrome Theatre, which has established itself on the touring circuit for all major musical productions, thus becoming known as 'Bristol's West End Theatre'.



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Useful

Links to help you find out more about us

To learn more about our school's values, the community, curriculum, learning & teaching, assessment and leadership please have a look at our school's website.

Click [here](#)

Our Ofsted Report:

Click [here](#)

Our SIAMS Report:

Click [here](#)

To visit the Bath & Wells Diocesan Academies Trust website:

Click [here](#)

Application pack



Key Information

The application process | Shortlisting

School visit

We would like to provide you with the opportunity to come and visit our wonderful St Stephen's Primary church school. These visits will follow our Covid guidelines, to ensure the safety of our children, staff and applicants. These viewings will be available by appointment only at 4.00pm on 29th, 30th, 31st March and 1st April; alternatively afternoon of 7th April. Please contact Tyffanni Markall—Assistant HR Advisor at **HR@bwmat.org** to book an appointment.

We would also invite you to discuss the position further with Faye Bertham, the Regional Director of learning and achievement for St Stephen's Primary Church School. Please contact Tyffanni Markall—Assistant HR Advisor at **HR@bwmat.org** to arrange a phone appointment.

Applications

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 Tyffanni Markall at **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.

Closing date for applications: **Friday 16th April 2021 at 12 noon**

Please send your application either by post: **Human Resources Department, Bath & Wells Multi Academy Trust, Flourish House, Cathedral Park, Wells, Somerset, BA5 1FD.**

Or via email to: **HR@bwmat.org**

Application pack



Key Information

The application process | Shortlisting

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 21st April 2021**

If you are invited to interview, we will notify you by: **Thursday 22nd April 2021** and your referees will then be sent a reference request.

Interviews

Interviews will take place over two days. The initial interview day will take place virtually over Teams.

Successful Candidates will then be invited to the second day of interviews.

This final stage will take place in St Stephen's Primary Church School, Richmond Place, Bath, BA1 5PZ

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 take place on **27th April 2021** and **29th April 2021**



For You

Applicant privacy notice

Data controller: Bath and Wells Multi Academy Trust, Flourish House, Cathedral Park, Wells, Somerset, BA5 1FD.

Data protection officer: I West – Audit West, BaNES, Guildhall, High Street, Bath, BA1 5AW

As part of any recruitment process, BWMAT collects and processes personal data relating to job applicants. The BWMAT is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the BWMAT collect?

The BWMAT collects a range of information about you. This includes:

- ◆ Your name, address and contact details, including email address and telephone number;
- ◆ Details of your qualifications, skills, experience and employment history;
- ◆ Information about your current level of remuneration, including benefit entitlements;
- ◆ Whether or not you have a disability for which the BWMAT needs to make reasonable adjustments during the recruitment process;
- ◆ Information about your entitlement to work in the UK;
- ◆ Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- ◆ Information obtained during the interview process

The BWMAT collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The BWMAT will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The BWMAT will seek information from third parties as appropriate throughout the recruitment process and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, on IT systems (including email).

Why does the BWMAT process personal data?

The BWMAT needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the BWMAT needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.



For You

Applicant privacy notice

The BWMAT has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the BWMAT to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The BWMAT may also need to process data from job applicants to respond to and defend against legal claims.

Where the BWMAT relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The BWMAT processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the BWMAT processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For most roles, the BWMAT has a responsibility to seek information about criminal convictions and offences. In addition to these checks information will also be sought in respect to Safeguarding and the suitability to work with children. Where the BWMAT

seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the BWMAT will keep your personal data on file for six months.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, school office staff and school leadership and IT staff if access to the data is necessary for the performance of their roles.

The BWMAT will share your data with third parties, as appropriate throughout the recruitment process. The BWMAT will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data may be transferred outside the European Economic Area (EEA) to support right to work checks, where this occurs BWMAT will ensure compliance with data protection law is maintained.



For You

Applicant privacy notice

How does the BWMAT protect data?

The BWMAT takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The BWMAT has a specific data protection policy and Freedom of information policy

For how long does the BWMAT keep data?

If your application for employment is unsuccessful, the BWMAT will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held are detailed in the BWMAT records retention document.

Your rights

As a data subject, you have a number of rights. You can:

- ◆ Access and obtain a copy of your data on request;
- ◆ Require the BWMAT to change incorrect or incomplete data;
- ◆ Require the BWMAT to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- ◆ Object to the processing of your data where the BWMAT is relying on its legitimate interests as the legal ground for processing; and

Ask the BWMAT to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BWMAT's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Head Teacher of the school or BWMAT HR department. You can make a subject access request in writing including via e-mail.

If you believe that the BWMAT has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the BWMAT during the recruitment process. However, if you do not provide the information, the BWMAT may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Application pack