



BATH & WELLS  
**Multi Academy Trust**

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



# Join Us

**Headteacher**

The Three Saints

Federation

**Application pack**



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**Application pack**





*Dear Applicant,*

We are advertising for the post of Headteacher at The Three Saints Federation 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 The Three Saints Federation.

Another key attribute will be the ability to make The Three Saints Federation 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 The Three Saints Federation 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 journey through 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





# Welcome

## Meet Our Chair of Governors

*Dear Applicant,*

Thank you for your interest in applying for the post of Headteacher of our Federation of the two schools Shepton Beauchamp Church school and St Mary and St Peters Church School known as The Three Saints Federation.

Our schools are on a journey having both been placed in Special Measures in the Spring of 2019 and much has happened since then. The summer term of 2019 saw the appointment of an interim head for one term only, someone with many years' experience. Within weeks, the whole atmosphere in both schools had changed, with the children now more focused on abiding by our new Golden Rules, and having a real desire to learn, 'wow' boards appearing on classroom walls, reward cards, outside areas slowly being developed complete with wellies for outside learning, as appropriate and staff now starting to work together as a team, planning and sharing across both schools. This has continued with our interim head still being in post, a newly formed governing body, albeit small at present, who are gaining the skills required of them and membership of the Bath and Wells Multi Academy Trust as from 1<sup>st</sup> April 2020, just after the start of lockdown.

We are looking for a head who will enable us to continue this journey, building on the work already started. The person appointed needs to be able to lead and work with a group of dedicated staff, all keen to provide the best education for our children. They will need to support our vision '**Together we Flourish**', which was arrived at collectively and encapsulates and demonstrates the Christian Vision of the Schools. Our Rector leads the Collective Worship once a week in each school following our chosen themes. The children love the special occasions such as Christingle, Egg Shackling and the main Christian festivals and are keen to share their understanding.

In collaboration with the staff, applicants should be prepared to lead the development of a broad and balanced curriculum, with a strong emphasis on outdoor learning. They need to be organised and understand the financial management of schools. A commitment to providing the very best opportunities that enable each child to make the progress they are capable of and deserve is essential.

We have strong Parent and Friend associations in both schools and an ability to work with them will ensure their ongoing support.

We see this as an exciting opportunity for the right candidate. The schools have made huge progress in the last eighteen months and are now in the position to further growth and flourish under the right management. We see ourselves as a big family belonging to the even bigger family of the Bath and Wells Multi Academy Trust.

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

Yours sincerely

Chair of Governors.

Bath & Wells Multi Academy Trust

**Application pack**



# All about The Three Saints Federation

The Three Saints Federation consists of two small village primary schools approximately 5 miles apart. The schools, although very different in character, share common values and work closely together as one team. Historically the schools have been part of the middle school system so children have tended to move on at the end of year 4. However, this is now changing and over the last two years our numbers in years 5 and 6 have been increasing.

We have strong links with our village churches and our Christian values drive us.

We aim to live out our vision ***'Together we Flourish'*** that is underpinned by the verses from John 10.10 ***'That they should have life, life in all its fullness'***. This comes from shared ideas as to what a church school should look like. Around our vision are the values of ***'Awe and Wonder, Wisdom, Trust and Friendship'*** that support it.

We work closely with families so that the education we provide is child centred and our aim is for each child to develop a love of learning, to succeed socially, emotionally, physically and spiritually. We believe that outside education is the key to this development and we can already see the benefits of this in the attitudes of our children.

St Mary and St Peters Church School in Ilton sits at the edge of the village. It has extensive grounds looking out onto fields and has a newly constructed open outside classroom. There are numerous areas for the children to learn, explore and play. The school has two classes. Early Years with Key Stage 1 and Key Stage 2, the former having a large secure outside learning area. There is also the school hall and a small classroom for intervention work.

Shepton Beauchamp Church School is in the centre of the village opposite to the church. It has older buildings that are full of character, a large outside area known as the rectory garden together with a learning garden. Children, parents and staff are all involved with the growing of vegetables, some of which have been sold in the small village shop. 'The Shed' is a converted shed used for small group learning and intervention. The class structure is the same as at St Mary and St Peters with the Early years and Key stage 1 having the use of two classrooms as well as their outside space.

The schools have been through a number of changes over the last two years. Staff, parents, governors in the schools now work together as one team. This has created an atmosphere of trust where people feel supported in whichever role they play. We look forward to our onward journey which builds on the huge amount of growth already started.







# The voice of our children...

*Funny  
Kind*

*Reads lots of stories  
Doesn't shout  
Makes things fun*

*Helps us when we get stuck  
Is happy  
Smiles a lot  
Loves books  
Wants to share stories with us*

*Tells jokes  
Wants to play games  
Is helpful*

*Wants to  
help us get  
better at  
learning*

*Let's us go on  
welly walks and  
bug hunts  
Likes crafts*

*Makes sure that  
everyone is following  
the 'Golden Rules'*



# The voice of our staff and parents...

*Ability to be a good teaching role model*

*Demonstrates strong leadership skills*

*Ability to develop a unique curriculum, including IT*

*Understands the needs of a small schools' federation, in a village setting*

*Understands the importance of the outdoor environment to enhance the curriculum and promote extra-curricular activities*

*An approachable demeanour for all stake holders*

*Ability to communicate at differing levels*

*An organised approach to the role*

*Willingness to ask for and accept support and advice when appropriate*

*A sense of humour and a positive attitude*

*Passionate about the role*

*Energised, compassionate and creative*

*Supports the clear vision for the school*

*Ability to lead, whilst taking into account the views of all stakeholders*

*Will communicate the schools' Christian ethos and lead by example*

*Has high standards for themselves and others*





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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 and 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](#) for Shepton Beauchamp

Click [here](#) for St Mary and St Peters

To visit the Bath & Wells Diocesan Academies Trust website:

Click [here](#)

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# Key Information

## The application process | Shortlisting

### School visit

Due to the current National Lockdown, I regret to state that the opportunity to come and visit the school at this point is limited. To ensure the safety of our children, staff and any potential candidates, we will only be offering schools visits within the half term break. Monday 15th—Friday 19th February 2021. These will be available by appointment only. Please contact Jade Knapman at [jade.knapman@bwmat.org](mailto:jade.knapman@bwmat.org) to arrange a visit.

However, please take a moment to view the school video. This video was made to provide you with an insight into the culture and priorities of The Three Saints Federation.

[Click here to watch The Three Saints Federation Video](#)

We would also invite you to discuss the position further with Deborah Eveleigh, the Regional Director of learning and achievement for The Three Saints Federation. Please contact Jade at [jade.knapman@bwmat.org](mailto:jade.knapman@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 Jade Knapman at [jade.knapman@bwmat.org](mailto:jade.knapman@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 26th February**

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: [jade.knapman@bwmat.org](mailto:jade.knapman@bwmat.org)



# 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: **Tuesday 2nd March, 2021.**

If you are invited to interview, we will notify you by email on: **Tuesday 2nd March, 2021** and your referees will then be sent a reference request.

### Interviews

Interviews will take place over two days.

To ensure that the safety of all staff and candidates remains priority throughout the recruitment process, the initial day of interviews will be held virtually over Teams. Successful Candidates will then be invited to the second day of interviews.

This final stage will take place in Shepton Beauchamp Church School, Church Street, Shepton Beauchamp, Somerset, TA19 0LQ

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 12/03/2021 & 16/03/2021





# 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.



### **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.