



BATH & WELLS
Multi Academy Trust

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



Join Us

Headteacher

CHURCHFIELD

Church School

Application pack



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Dear Applicant,

We are advertising for the post of Headteacher at Churchfield 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 37 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 Churchfield.

Another key attribute will be the ability to make Churchfield 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 Churchfield 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 37 schools, which is our strength. While we extend reassurance to our families, our 1,000 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.

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 the post of Headteacher at Churchfield Church School.

I hope our information pack provides you with an insight into our incredible school.

We are proud of our children, staff, parents, governors and all those involved in our school; they are vital to our community and are whole-heartedly committed to achieving the best outcomes for our children. The children of Churchfield are truly wonderful and I am always amazed by their politeness, independence and positive attitudes to learning.

We are a supportive Governing Committee who are looking to find a new Headteacher with strong communication and organisational skills, as well as a true passion for providing a good education to some of the most vulnerable in society. This person should be highly committed to driving the school forward and getting the best outcomes for our children. We are keen to enter into a creative, collaborative and ambitious partnership with a new Headteacher.

The school has a strong focus on the Christian ethos. Our values, Perseverance, Respect, Acceptance and Friendship, Independence, Selflessness and Empathy and Compassion are at the heart of everything we do.

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

Yours sincerely

Lauren Chance

Chair of Governors.

Bath & Wells Multi Academy Trust

Application pack



All about Churchfield Church School

Churchfield Church School and Nursery is a community built on our PRAISE values including respect, acceptance and empathy. At the core of our school are our incredible children who inspire and amaze us every single day.

The school's direction of travel (it's North Star) is to enable children and their families to flourish and be the best version of themselves. Our vision is Learn to love, Love to Learn. Equipping children with the emotional and academic skills and resources to help form their aspirations. Providing the support and nurture to set them on their way to achieving these. Shaping every child's learning journey at every stage.

At Churchfield, learning and emotional regulation are at the heart of all we do. We encourage all children to achieve the best they can across every area of school, from the rich and broad curriculum to the wide range of extra-curricular activities.

As a community we go beyond the standard, striving to support our children and families through effective communication and trusting relationships. This includes providing breakfast for all children and a freshly cooked lunch to ensure they are always ready to learn. We even collect children in our very own minibus to increase attendance.

Two key aspects of the school which we would like to emphasise:

Relationships and care

Building positive relationships with the children is vital for them to feel valued, appreciated and cared for. We use zones of regulation to support them and this forms a key part of our behaviour policy. Children are better learners when they feel happy and secure. We prioritise the physical and emotional well-being of the pupils. Staff speak of belonging to a loving school family. They appreciate the support, both professional and personal, that they receive from leaders and each other.

Inclusion

We are a highly inclusive church school which welcomes all pupils and families into the extended school family. Parents say 'Staff are patient. They persevere with children and never give up. They are good listeners.' We aim for the best possible personalised curriculum where appropriate, sometimes in enhanced provision and smaller classes. Staff go the extra mile to enable pupils to flourish. The forward-thinking inclusion of the nursery in all aspects of school life, curriculum and activities is improving pupil outcomes.



The voice of our children...

I like how the grown-ups help us when we're not sure

I like this school because it keeps us safe and we have lots of friends

I like art and how the teachers teach it

I love choosing books every week

I love it here!

I like doing science experiments to find out things



The voice of our staff...

I love working
here

The best thing about
working is here know-
ing we have made a
difference

No day is the
same

There is a
sense of family

I have never worked
in a place where so
many people are
genuinely lovely



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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

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.

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.





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'.





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](#)

To visit the Bath & Wells Diocesan Academies Trust website:

Click [here](#)



Key Information

The application process | Shortlisting

School visit

We would like to provide you with the opportunity to come and visit our wonderful Churchfield Church School. These viewings will be available by appointment only. Please contact Michelle Woodland on michelle.woodland@churchfield.bwmat.org to book an appointment.

We would also invite you to discuss the position further with Tom Morrison, the Assistant Director of Education for Churchfield Church School. Please contact Victoria McAllister on Victoria.mcallister@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 Victoria McAllister on Victoria.mcallister@bwmat.org.

To apply please visit <http://www.bwmat.org/vacancies/> for the application form.

Closing date for applications: **13th September 2023 at Midday**

Please email your application to Victoria McAllister on Victoria.mcallister@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: **15th September 2023**

If you are invited to interview, we will notify you by telephone and email 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 online on Microsoft Teams.

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

This final stage will take place in Churchfield Church School, Burnham Road, Highbridge, TA9 3JF

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 **21st September 2023** and **22nd September 2023**



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