



Wembdon St Georges Church School

Headteacher Recruitment Pack







Letter from the Chair of Governors



Dear Applicant,

On behalf of the children, staff and governors at Wembdon St George's thank you for your interest in the post of Headteacher at our school.

This is a challenging but exciting time for the school. The last couple of years have seen significant changes since our disappointing 'inadequate' OFSTED rating in January 2017. This includes joining the Bath & Wells Multi Academy Trust in September 2017, who have been incredibly supportive in our

improvement journey through establishing robust systems and processes and driving improvements in quality first teaching.

It is important that our new Head provides outstanding, leadership during this period of change and also continues to drive improved outcomes for our pupils without diluting the distinct caring family character of the school – a trait that has often been commented upon.

We are therefore seeking to appoint an outstanding leader to inspire all members of the school to "Shine together to be the best we can be for God and for each other".

The school is in the village of Wembdon, on the western side of Bridgwater. It is a popular school and is currently operating 14 classes. We are very proud of our pupils, both in terms of their achievement and in their development as young individuals. This can be seen in their academic, sporting and individual accomplishments.

Thank you once again for expressing your interest in joining us at Wembdon St George's and I look forward to meeting with you.

Yours sincerely,

Dr Mike Davies

Chair of Governors





Message from the Trust Chair of the Board of Trustees



Dear Applicant,

Thank you for your interest in the post at Bath & Wells Multi Academy Trust (Trust).

The Trust was established in 2012 with four schools, all of which needed sponsored academy conversion following inadequate Ofsted judgements. As of April 2018, the Trust has increased to 30 schools, with in excess of 7,800 pupils; of these only 2, recent

joiners, are in Special Measures and 4 Require Improvement, a radical transformation.

The Trust is at a key point in its development, with a clear vision and strategic plan for the future and is continuing to expand in size with 3 more set to join in the Autumn of 2019. Good and Outstanding schools are keen to join us and work within the supportive but aspirational Christian environment that we are developing. This offers enormous opportunities and significant change to oversee.

Our leaders share our vision of the Trust as an outstanding provider of education, but education that is not only excellent academically, but also offers every child the opportunity to develop as an individual in mind, body and spirit. The Trust works in partnership with the Diocesan Education Department.

As part of the teaching team, you will be bringing your educational expertise and experience to this role with an approach rooted in excellence, best able to meet the needs of every child within the Trust.

The candidate appointed will play a pivotal part in the development of the Trust both as an outstanding educational provider and delivering its Christian mission to ensure that we provide the opportunity for every child and member of staff to experience 'Life in all its Fullness'. We look forward to receiving your application.

Yours sincerely

Nigel Daniel

Chair of the Board of Trustees Bath & Wells Multi Academy Trust





Some sights of Bridgwater



Bridgwater is world famous for its carnival which happens annually in November. It also hosts the largest Fair in the South West at the end of September.









About Wembdon St. George's Church School

"Shining together to be the best we can be for God and for each other"

Wembdon St George's School is a happy village school. We are situated on the western side of Bridgwater in the village of Wembdon, at the edge of the beautiful Quantock hills with easy links to the M5 motorway. We have around 400 pupils from the village and across Bridgwater, distributed across 14 classes. The school benefits from its village position, with generous grounds which are often fully utilised.

As a church school, we celebrate our Christian foundations in a caring and inclusive manner. Our key Christian values are wisdom, trust, service, compassion, forgiveness and koinonia (Christian community). We maintain close links with our local church and regularly visit for special festivals and school events.

Our staff and governors are committed to providing our pupils with a varied and enriching educational experience. As part of the Bath & Wells Multi Academy Trust, we work closely with schools in our hub and across the trust to achieve the very best for all pupils.

Some Useful Links

Further information about the school:

http://www.wembdonstgeorges.co.uk/

To read out Ofsted Report:

http://www.wembdonstgeorges.co.uk/ofsted-reports/

To read out SIAMS Report:

http://www.wembdonstgeorges.co.uk/statutory-inspectionof-anglican-and-methodist-sch/

To read more about our Christian distinctiveness:

http://www.wembdonstgeorges.co.uk/church-schoolvisions-values-and-worship/

To visit the Bath & Wells Diocesan Academies Trust Website:

http://www.bwmat.org







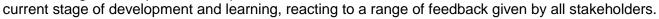


Curriculum intent Autumn 2019

At Wembdon St George's Church School, we pride ourselves as being a culturally rich community which celebrates our Christian distinctiveness. We are located on the outskirts of the rapidly expanding town of Bridgwater, in the village of Wembdon. We dedicate our efforts to providing our children with a wealth of skills and knowledge which promote a strong sense of self belief and high aspirations for the future.

Children are actively encouraged to be ambitious, resilient and inventive. Every child's unique achievements and efforts are celebrated. Our holistic curriculum philosophy stems from our school value system, which facilitates our children with exciting learning opportunities and promotes a love of lifelong learning.

Our curriculum offers the children the opportunity to lead learning, it is adaptive and responsive to their









What our Children are looking for in their Headteacher

- "A good leader to others and who is very responsible."
- "A good head teacher would be kind, caring and helpful and support the students."
- Someone who is kind and passionate and understanding."
- Someone who is not too strict."

- Someone who helps you when you need it."
- © "Someone who helps with our learning"
- © "Someone who remembers our names."
- Someone who is firm but fair."

- Honest
- ⊕ Fun
- © Kind
- © Caring
- © Funny
- Aspirational
- © Clever
- Understanding
- Consistent
- Welcoming

"A good head teacher should be respectful and truthful to all the students and help them in the best way that they can."

"A good head teacher listens to students and does the right thing."

"A good head teacher should try to have one-to-one conversations with as many pupils as possible. They should be able to makes us feel special."

- Sharing
- © Lovely
- © Helpful
- © Compassionate
- ⊚ Нарру
- 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 fairly 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 and challenge us to do better."





What we like about Wembdon St George's Church School

This is what the children say ...

- © Friendly we look after each other.
- Christian we learn lots of stories about God and Jesus
- You make new friends
- © Good classroom equipment
- © We're a healthy school
- Worship
- We get help
- We have lots of space to play sports.

- © Reading books & book corner
- Charity events
- We are a kind school
- © People are easy to get on with
- © I like that we are a big family and we are all kind and help each other.
- © I like the Science
- © The field 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 different charities.
- Community Groups

- © I like doing fun and cool work but we still learn things.
- We like how we look after one another
- © The teachers are kind and funny
- School Trips
- © Everybody is very welcoming and nobody is different.
- Being inclusive

- We care for everyone and everyone feels safe.
- There is a wide range of sports to try.
- Teachers are helpful and supportive.
- © People are easy to get on with
- We have fun.
- We get help when we are stuck.





What we like about Wembdon St George's Church school

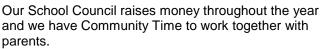


We celebrate everyone's success and we have a special assembly every week.





Lessons are fun and challenging.





There are lots of sporting opportunities with sports day and Area Sports.



Music is important in our school and we have singing and performances.

Our school camps in year 4 and Year 6 are exciting, fun, challenging and memorable.









Useful Links

Further information about the school:

http://www.wembdonstgeorges.co.uk/

To read our Ofsted Report:

http://www.wembdonstgeorges.co.uk/ofsted-reports/

To read our SIAMS Inspection:

http://www.wembdonstgeorges.co.uk/statutory-inspection-of-anglican-and-methodist-sch/

To read more about our Christian distinctiveness:

http://www.wembdonstgeorges.co.uk/church-school-visions-values-and-worship/

To visit our class pages:

http://www.wembdonstgeorges.co.uk/class-pages/

To visit the Bath & Wells Diocesan Academies Trust website:

http://www.bwmat.org





The Application Process

School Visit

We warmly welcome visitors. To arrange a visit, please telephone 01278 451726 or email office@wembdon.bwmat.org.

Applications

For further information, please contact Tom Haygarth on 01233 510 149 or email tom.haygarth@futures.co.uk

Please return completed applications, with a covering letter of no more than two pages to wembdonstgeorge@futures.co.uk

Closing date for applications: 12th January 2020

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 commence on: 12th January 2020.

If you are invited to interview, we will notify you by email and your referees will then be sent a reference request.

Interviews

Interviews will take place at Wembdon St George's School. 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 the 23rd & 24th January 2020.





Applicant Privacy Notice

Data controller: Bath and Wells Multi Academy Trust, The Old Deanery, Cathedral Green, Wells, Somerset, BA5 2UG

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

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

What information does the Trust collect?

The Trust 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 Trust needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- Information obtained during the interview process

The Trust 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 Trust 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 Trust 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 Trust process personal data?

The Trust 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 Trust 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.

The Trust 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 Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.





Where the Trust 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 Trust 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 Trust 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 Trust 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 Trust 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 Trust 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 Trust will share your data with third parties, as appropriate throughout the recruitment process. The Trust 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 Trust will ensure compliance with data protection law is maintained.

How does the Trust protect data?

The Trust 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 Trust has a specific data protection policy and Freedom of information policy

For how long does the Trust keep data?

If your application for employment is unsuccessful, the Trust 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 Trust 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 Trust to change incorrect or incomplete data;
- Require the Trust 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 Trust is relying on its legitimate interests as the legal ground for processing; and
- Ask the Trust to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Trust's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Headteacher of the school or Trust HR department. You can make a subject access request in writing including via e-mail. If you believe that the Trust 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 Trust during the recruitment process. However, if you do not provide the information, the Trust 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.





Job Description

Bath & Wells Multi Academy Trust		
Job Title:	Headteacher	
Location:	Wembdon St George's Church School	
Salary Range:	L25 – L30	
Reports To:	Reginal Director of Learning & Achievement (RDLA)	
Full/Part time:	Full Time	

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

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

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

The Headteacher is accountable to the Local Governing Board and Trust Directors for ensuring the educational success of the school within the overall framework of the Trust 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.

Main Responsibilities and Duties

The Headteacher shall carry out his/her professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), National Standards of Excellence for Headteachers and the Burgundy Book, as amended or modified by the Bath & Wells Multi Academy Trust (hereafter referred to as the Trust).

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

A. Strategic Direction and Development





- 1. Develop a strategic view for the school within its Church community, identifying and determining its philosophy, overall aims and targets.
- 2. Create and develop a strategic plan for the school, which is underpinned by sound financial planning and management, identifies priorities and targets aimed at raising achievement and is critical to sustaining school improvement.
- 3. Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring 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.
- 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 Trust 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 Trust 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 Trust 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 Trust, as appropriate.
- 5. Ensure that teachers at the school receive information they need in order to carry out their professional duties.
- Ensure that professional duties and conditions of employment as set out in local and national conditions of service, as modified by the Trust, for Headteachers, teachers and support staff are fulfilled.
- 7. Develop and maintain a decision-making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
- 8. Foster and maintain relationships with organisations representing teachers and support staff.

D. Deployment of Resources

- 1. In consultation with the Local Governing Board and Trust 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 Trust 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, Trust 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 Trust 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 Trust

- 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 Trust colleagues and contribute to collaborative working across schools.
- 4. Participate in Trust activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and the wider organisation in a local and national context.

Supervision and Management





You will be managed by the RDLA and will have regular meetings

Key Contacts and Relationships

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

Working Environment

The majority of the work will take place in the school environment, there will also be some work undertaken off of the school site, including educational visits.





PERSON SPECIFICATION

Job Title:	Headteacher
Location:	Wembdon St George's Church School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	 Qualified teacher status Recent safeguarding training Recent experience in senior management within a school Experience in teaching EYFS/KS1/KS2 Proven track record of successful collaborative and inspirational leadership, and delivery of learning Experience in ensuring ambitious standards for all pupils Experienced in managing others and holding staff to account Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement Experienced in developing rigorous systems for measuring and managing performance Experience in monitoring and improving the quality of teaching and learning Experienced in analysing performance data to inform personalised target setting Demonstrable experience in translating local and national policy into a school context Experienced in creating, retaining and deploying effective staffing structures Experience of developing good working relationships with all stakeholders Evidence of continuous professional development Experienced in motivating, challenging, inspiring and empowering teams and 	NPQH Diocesan pre-headship training Experience of working in more than one other school Experienced in managing a variety of curriculum areas Substantial leadership experience in more than one setting Experienced in contributing to collaborative activities with partner schools
Knowledge	 individuals to achieve high performance Knowledge of effective primary practices and effective assessment tools Knowledge of efficient school governance and able to effectively support the school's local governing body Knowledge of best practice / entrepreneurial approaches to school improvement, leadership and governance Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED 	Understanding of community based learning





	requirements and school systems locally,	
	nationally and globally	
Skills and Abilities	 Ability to instil a strong sense of accountability in staff Ability to articulate clear values and moral purpose Ability to lead by example, with integrity, creativity, resilience and clarity Ability to work with political and financial astuteness, with clear principles centred on the school's vision Ability to compellingly communicate the school's vision and drive the strategic leadership, with a proven record of implementing strategies Ability to ensure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom Ability to establish an "open classroom" culture and sharing of best practice Skilled in creating an environment where staff and pupils are motivated, supported and able to develop Ability to positively support the development and training of staff Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent and fully compliant safeguarding practices Ability to effectively exercise curriculum led financial planning Ability to work collegiately with other schools and organisations, championing best practice Outdoor learning Ability to effectively challenge, inspire and influence others where appropriate Ability to manage own workload and that of others Ability to authentically promote the Christian ethos of the school Ability to lead, manage and successfully implement change Excellent organisational skills Excellent problem-solving skills 	
Work-related Personal Requirements	 Committed to providing world class education for pupils Enthusiastic about outdoor learning Reflective, positive attitude and self-critical Excellent interpersonal and communication skills at all levels Caring and respectful 	





Sympathetic to the Christian faith
 Committed to supporting the aims of the wider Trust
 Enthusiasm to participate in collaborative activities with other schools across the

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder:	Date:
Line Manager:	Date:

Trust and local community activities.