



St Margaret Clitherow Catholic Primary
School
HEADTEACHER CANDIDATE PACK



Letter from the Chair of Directors and Chair of Governors,

Dear Applicant,

Thank you for the interest you have shown. We, the governors of St Margaret Clitherow with the directors of Frassati Trust, are very pleased to send you the attached information about our school and the key post of Headteacher. We believe that this is an exciting opportunity.

The successful applicant will be joining a happy and welcoming learning community, nurtured by a strong Catholic ethos, proactive leadership, effective teaching and learning strategies and utmost regard for the well-being of pupils, families and staff. You will be supported by a caring and forward thinking Trust.

In recent years the school has a positive OFSTED report (Good overall, 2018), as well as a good Section 48 inspection (Grade 2 on all counts, 2016). It has been singled out as a model of best practice in the effective use of school premium, and has been awarded the 2020 UK Champion prize in the 'Better Energy School Awards'.

Here at St. Margaret Clitherow Catholic Primary School, our mission is for all children to develop a love of learning as they are encouraged to develop their own unique gifts and talents whilst becoming confident and independent learners. We strive to ensure that the members of our community are happy and fulfilled in their lives at school.

We warmly encourage you to visit the school. Please contact our CEO Jacqui Lemaitre, jlemaitre@frassati-cat.com, to arrange a mutually convenient time to visit.

When making your application, please bear in mind the person specification that we have provided.

At short-listing, we will be looking for evidence in each application of the positive impact that an applicant has had in his/her current post in the key areas of school life, for example: strategic planning and school self-review.

Your letter to accompany your application form should be no more than two pages of A4 when typed (size 11 font). Please send your completed application form and letter to Jacqui Lemaitre at jlemaitre@frassati-cat.com. The closing date for applications is 11 May 2021 and interviews will be held during the week commencing 17 May 2021.

The successful applicant will be required to undertake a criminal record check via the DBS, and this post is subject to the Childcare Disqualification Regulations 2018.

References, one of which should be from your parish priest (or the priest of the parish where you worship regularly), a second from your Chair of Governors/Headteacher and a third from your local authority, may be sought as soon as applications are received. All applications will, of course, be treated in the strictest confidence.

Please visit our school website for information on the school's mission statement and values, our structure, our links with the community, our pupils' voice, copies of OFSTED and Section 48 reports, our school prospectus, and much else.

We look forward to receiving your application and to learning what you would be able to offer our school community.

With best wishes,

Stephen Poulston Chair of Directors and Stephen Clay Chair of Governors

LOVE

FAITH

GROW

WE ACT WITH LOVE, BUILD OUR FAITH AND GROW AS PEOPLE



HEADTEACHER JOB DESCRIPTION

Salary Scale: L15-L21 (£60744- £68536) London Fridge

Contract type: Permanent



HEADTEACHER JOB DESCRIPTION

Main purpose of the job:

The Headteacher is an employee of Frassati Catholic Trust and is required:

1.1 To provide professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

1.12 Support the vision and strategic direction of Frassati MAT and play a supporting role in the standards of all Frassati Schools.

1.2 To carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.

1.3 To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.

1.4 To promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.



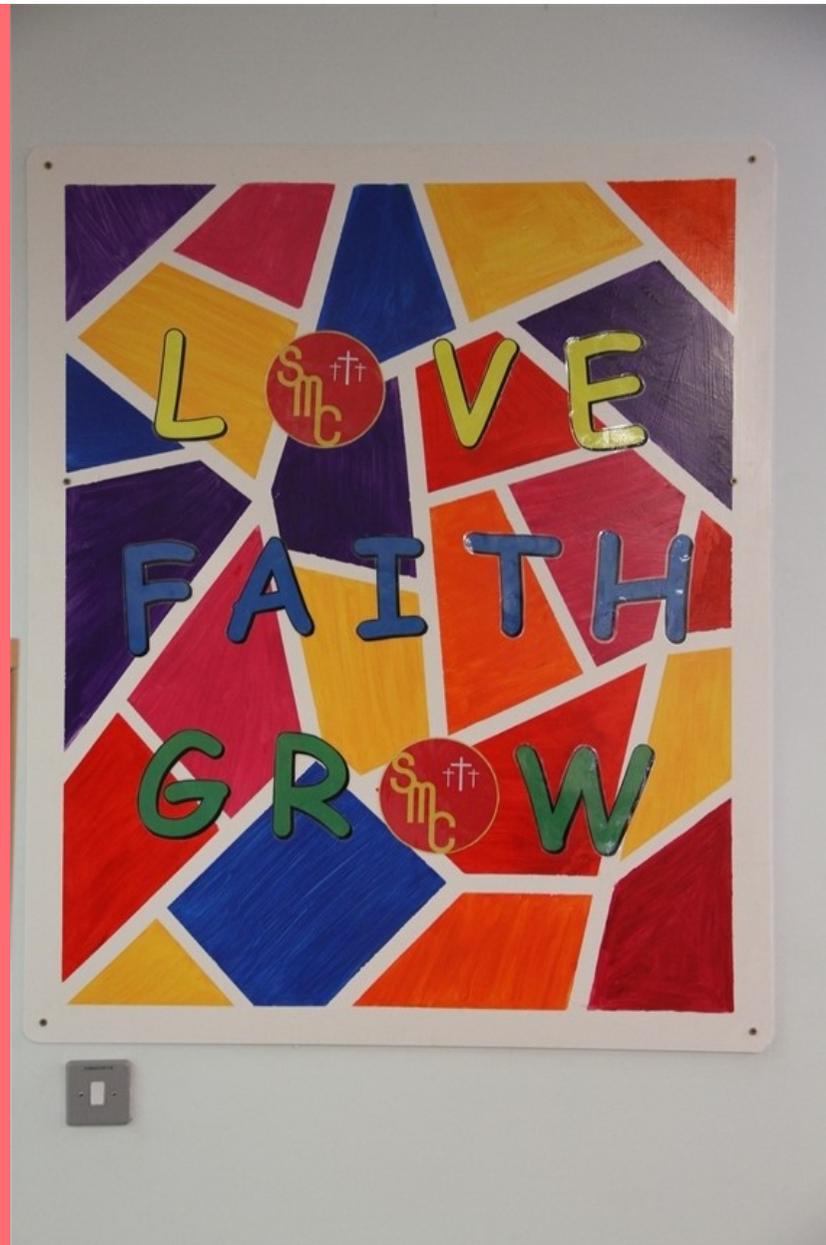
HEADTEACHER JOB DESCRIPTION CONTINUED

2. Qualities and knowledge

- 2.1 Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
- 2.2 Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- 2.3 Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- 2.4 Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- 2.5 Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- 2.6 Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

3. Pupils and staff

- 3.1 Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 3.2 Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- 3.3 Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- 3.4 Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 3.5 Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- 3.6 Hold all staff to account for their professional conduct and practice.





4. Systems and process

- 4.1 Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- 4.2 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 4.3 Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 4.4 Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- 4.5 Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- 4.6 Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

5. The self-improving school system

- 5.1 Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- 5.2 Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- 5.3 Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- 5.4 Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- 5.5 Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 5.6 Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

6. Accountable for:

Leadership of all teaching and support staff, with specific performance management responsibility for members of the senior leadership team.

7. Accountable to:

The Governing Body, Diocese and Board of Directors.

Person Specification

Faith Commitment		
Is a practising and committed Catholic, involved as far as is reasonably possible in the life of the Church at parish, diocesan and/or national levels	✓	
Has a secure understanding of the distinctive nature of the Catholic school and Catholic education	✓	
Has an understanding of leadership roles and spiritual development of staff	✓	
Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic character		✓
Has an understanding of schools role in the parish and wider community and its contribution to community cohesion	✓	
Ability to lead acts of worship in the Catholic School	✓	
Ability to demonstrate care, compassion and reconciliation		
Evidence of participation in parish or Catholic community life		✓
Qualifications and Training	Essential	Desirable
Qualified Teachers Status	✓	
Honours graduate or equivalent	✓	
Evidence of Continuing professional development and leadership	✓	
Evidence of the ability to lead quality professional development opportunities	✓	
Evidence of continuing professional development relating to Catholic ethos mission and religious education, e.g. CCRS		✓
NPQH or Equivalent		✓

Experience	Essential	Desirable
Proven successful track record of teaching in at least two key stage areas	✓	
Successful experience of senior leadership at assistant or deputy level or equivalent	✓	
Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives	✓	
Thorough knowledge and understanding of current educational issues	✓	
Recent experience in a Catholic school		✓

Strategic Leadership		
Ability to articulate and share a vision for the Catholic school	✓	
Ability to inspire and motivate all in the school community	✓	
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement	✓	
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	✓	
Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	✓	
Understanding of the role of the governing body in the Catholic school	✓	
Ability to develop and maintain a positive culture of high expectation and	✓	
Understanding of and commitment to promoting the safeguarding and welfare of pupils	✓	

Teaching and Learning	Essential	Desirable
A secure understanding of the statutory requirements for the curriculum and assessment	✓	
Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs	✓	
A secure understanding of assessment procedures and practices which enhance pupils' learning	✓	
Experience of effective monitoring and evaluation of learning and teaching	✓	
Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology	✓	
Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour	✓	
The ability to role model excellent teaching		✓
An understanding of the Curriculum Directory for Religious Education		✓
Leading and Managing staff		
Ability to build and support effective teams	✓	
Ability to delegate and support colleagues	✓	
Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual	✓	
Understanding of budget planning, staff deployment and effective use of resources	✓	
A commitment to the pastoral care of staff	✓	
Experience of working with governors in strategic areas		✓
Involvement in staff recruitment, appointment and induction		✓

Accountability	Essential	Desirable
An understanding of the relationship between the Headteacher and the governing body	✓	
An understanding of the relationship between governing bodies and the trust board	✓	
Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	✓	
Ability to produce clear reports, information and advice to staff and governors	✓	
Ability to provide clear information to the Diocese and the CES when required	✓	
Ability to set clear targets and the means in which to achieve them	✓	
Understanding the criteria for evaluating a Catholic school		✓
Ability to present the school at its best in the Catholic and wider communities and in the media	✓	
Experience of presenting reports to governors		✓

Skills, Qualities and Abilities	Essential	Desirable
High quality teaching skills	✓	
Unreserved commitment to the mission of the Catholic school	✓	
High expectation of pupils' learning and attainment	✓	
Strong commitment to school improvement through the pursuit of excellence	✓	

Skills Qualities and Abilities continued	Essential	Desirable
Ability to build and maintain good relationships	✓	
Ability to remain positive and enthusiastic when working under pressure	✓	
Ability to prioritise, meet deadlines and manage own time	✓	
Empathy with children	✓	
Good interpersonal skills	✓	

Personal Attributes	Essential	Desirable
Stamina, energy and resilience	✓	
Optimistic outlook	✓	
Confidence	✓	
Commitment to own work/life balance	✓	



If you wish to find out more about this exciting opportunity, need any further information or just an informal discussion please contact our CEO Jacqui Lemaitre at jlemaitre@frassati-cat.com

Closing date 11th May 2021
Interviews 17th May 2021