



**Application pack for the post of
Headteacher in St Joseph's Catholic
Primary School**



I have come so that they may have life and have it to the full

John 10:10



Contents

Letter from the Chair of Governors	3
Mission Statement	4
Bishops Memorandum	5
Definition of a Practising Catholic	6
Advert	7
Person Specification	9
Job Description	13





Letter from the Chair of Governors

Dear Prospective Applicant,

St Joseph's Catholic Primary School has served the Catholic families of Reddish and beyond for generations. Children of the past have happily become the parents of the present; proud of their school's strong Christian ethos and its reputation for academic excellence. As a result, we believe that our children are best placed to thrive and flourish when they feel secure in their environment and are challenged by the quality of the learning they encounter. We work consistently to ensure that these two elements remain at the core of all our endeavours.

In applying for the position of Headteacher at St Joseph's Catholic Primary School, you would be seeking to lead a community that is integral to our wider parish family; working alongside a unified, dedicated and happy team of professionals, nurturing the wonderful children in our care. And all this in a beautiful environment, the envy of many provisions in Stockport, the Diocese, and beyond.

Immediately, you will discover that our Catholic faith is at the heart of everything at St Joseph's – in no way an extra, it is at once both the means of transmission and the interpreting principle of the educational life of the school. Members of the teaching staff have developed an ethic of open self-evaluation according to our core ethos and constantly seek ways to improve their individual and collective performance, in its light, for the good of the children. They are also very well supported by a consistent and highly-trained team of Teaching Assistants. The school benefits from an interested and supportive Governing Body that looks to challenge appropriately for further growth and development.

We are looking for a happy, faith-filled leader who has the strategy and confidence to build on the excellent work that has brought the school to where it is today. While we want someone who will promote what is unique and best about our school, we also want someone who will bring new gifts and talents to inspire and stretch our community, providing steady leadership into the future. If you think this could be you, we would be delighted to receive your application.

Given the situation at present, we have decided only to give shortlisted candidates a physical tour of our school. Candidates who would like to get some sense of the learning environment at St Joseph's can, however, avail of a virtual tour at www.st-josephs-reddish.stockport.sch.uk.

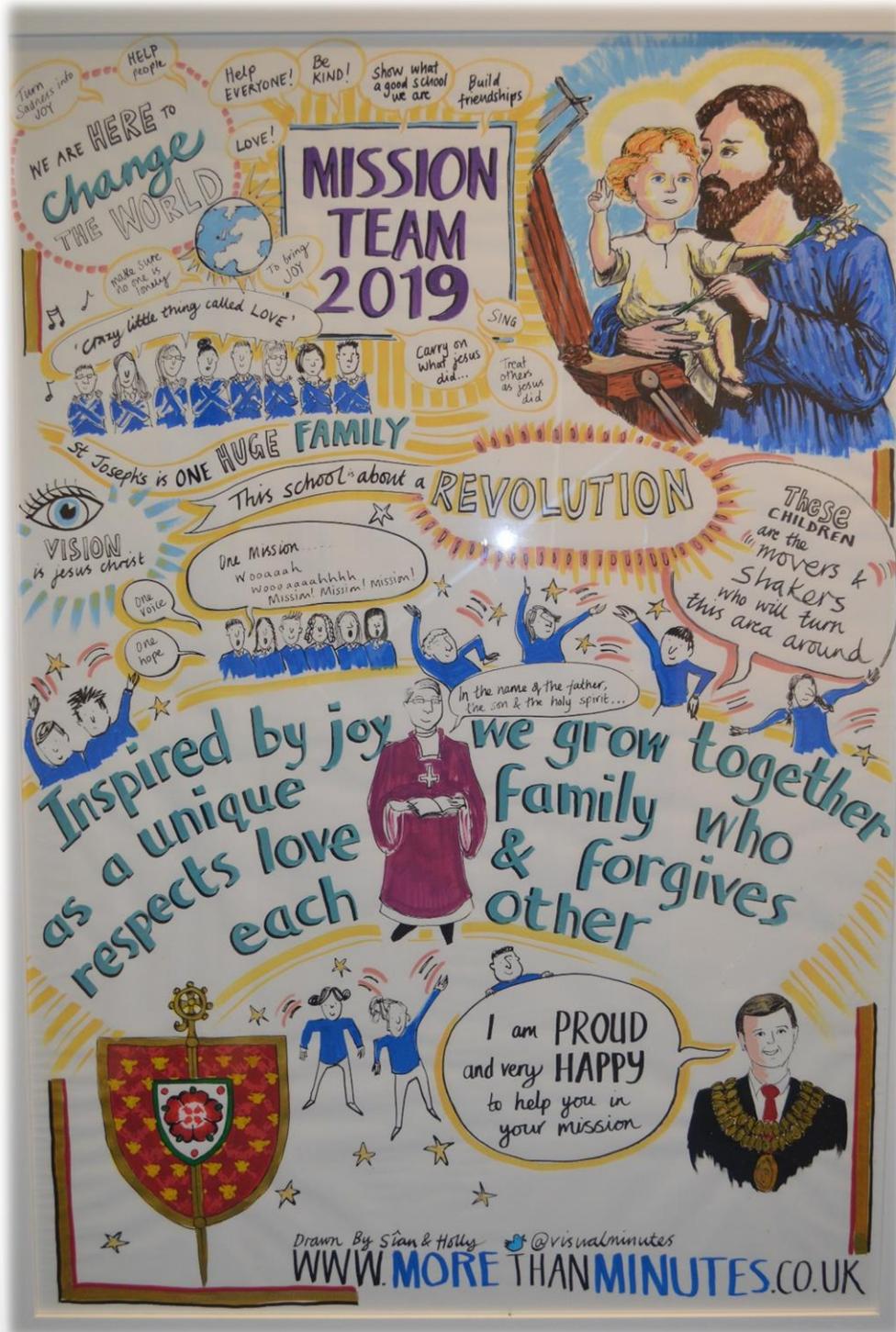
Yours faithfully,

Rev. Dr. P. A. Caldwell

Chair of Governors



Mission Statement





Bishops Memorandum

Appointment of Leaders in Catholic Schools

As a minimum requirement the Bishops expect that the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Co-ordinator of Religious Education are to be filled by practising Catholics.

As a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation, include:

- Executive Headteacher
- Associate Headteacher and
- Head of School.

The principle to be applied is that this minimum requirement will apply to the most senior leadership post and the person who is the second most senior person in the school's leadership structure.



Definition of a Practising Catholic

“Christ at the Centre” is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a “practising Catholic” in relation to Catholic schools. The document can be accessed at:

[www.catholiceducation.org.uk/images/Christ at the Centre 1.pdf](http://www.catholiceducation.org.uk/images/Christ%20at%20the%20Centre%201.pdf)

At the interview you will be required to:

- sign a copy of your invitation to interview letter confirming that you have read and understand the content of this document.



DIOCESE OF  **SALFORD**
Department for Education

St Joseph's Catholic Primary School

Higginson Road
Stockport
Cheshire
SK5 6BG

Phone No: 0161 432 5689 Fax No: 0161 442 5363
E-mail: headteacher@st-josephs-reddish.stockport.sch.uk

Headteacher required for January 2021, Group 4 School, £67,183 – £77,048

Are you a practicing Catholic with the drive and enthusiasm to lead our school? The children, staff and governors are seeking a new Headteacher, who is committed to building an exceptional and caring learning environment where all members of the school community can thrive.

We are looking for a strong, dynamic and inspirational leader who:

- has the vision and dedication to take on the challenge of leading this excellent school
- works with mission integrity for the benefit of all within the school community
- has a clear strategic direction
- will challenge and empower staff to be the best they can be
- will develop and sustain a learning culture for all across our school
- will foster children's enjoyment of learning whilst ensuring high levels of achievement
- will develop the respectful and inclusive ethos of our school

We can offer:

- fantastic children who are eager to learn
- Governing Board which is fully committed to a brighter future for the whole school community
- a parental board that takes a keen interest in their children's development
- support for your professional development
- excellent local and borough wide collaborative links
- support from both the Diocese and the local authority



DIOCESE OF SALFORD

Department for Education

Please visit www.st-josephs-reddish.stockport.sch.uk and take a virtual tour of the school. Shortlisted candidates will also be invited to visit to the school on Thursday 16th July.

Closing date: Monday 13th July 2020 at Midday

Shortlisting: Wednesday 15th July 2020

School visit: Thursday 16th July 2020

Interviews: Monday 20th and Tuesday 21st July 2020

Applications must be completed on the CES application form provided and submitted electronically to hrrschools@stockport.gov.uk. Please [click here](#) for further information.

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be expected to complete a Disqualification Declaration. The successful candidate will be required to sign a Catholic Education Service contract and their appointment will be subject to satisfactory pre-clearance including a Disclosure and Barring Service check.

The policy for placing an advert on the Diocesan website can be found at:
www.dioceseofsalford.org.uk/services/education/vacancies



Person Specification for a Headteacher in St. Joseph's Catholic Primary School

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

St. Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: *Candidates failing to meet any of the essential criteria will automatically be excluded*

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community	E		A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I
7.	Has completed the Catholic Leadership Programme or has a commitment to do so	E		A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC
10.	CCRS/CTC or commitment to obtaining the certificate	E		A/CC/I



[C] Professional Development

		Essential	Desirable	Source
11.	Evidence of appropriate professional development for the role of headteacher	E		A
12.	Evidence of recent leadership and management professional development	E		A
13.	Has successfully undertaken appropriate Child Protection training	E		A
14.	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
15.	Has successfully undertaken Designated Senior Leader training		D	A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16.	Recent successful leadership as a headteacher		D	A/I/R
17.	Recent successful leadership as a deputy headteacher or assistant headteacher	E		A/I/R
18.	Evidence of successfully leading school improvement	E		A/I/
19.	Evidence of the application of strategies to review, evaluate and improve teaching and learning	E		A/I/R
20.	Experience of curriculum leadership and development	E		A/I/R
21.	Experience of working constructively with parents	E		A/I/R
22.	Experience of monitoring staff performance	E		A/I/R
23.	Experience of effective budget management and financial analysis	E		A/I/R
24.	The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities	E		A/I/R
25.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement	E		A/I/R
26.	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
27.	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
28.	Successful teaching of pupils/students in the primary phase	E		A/I/R
29.	Experience of teaching in more than one school		D	A/I/R
30.	To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	E		A/I/R



DIOCESE OF SALFORD

Department for Education

31.	Displays commitment to the protection and safeguarding of children and young people	E		A/I/R
32.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
33.	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E		A/I/R
34.	Will co-operate and work with relevant agencies to protect young people	E		A/I/R
35.	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
36.	To be able to exemplify how the needs of all pupils (SEN, AEN, AGT, EAL, GRT) have been met through high quality teaching	E		A/I/R
37.	To be able to work effectively with the Governing Board	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
38.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E		A/I/R
39.	Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
40.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
41.	To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice	E		A/I/R
42.	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

(Based on the National Standards of Excellence for Headteachers 2015)

The headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2015) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-improving School System



Candidates are therefore asked to structure their supporting statement under the Excellence Domain headings

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, *following the guidance outlined in section G above.*

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for. Complete your statement on the application form.



Job Description for a Headteacher in St. Joseph's Catholic Primary School

Introduction

St Joseph's Catholic Primary School has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the governing board of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards of Excellence for Headteacher (2015). These standards are in turn built upon the Teaching Standards (2011) which apply to all teachers, including Headteacher.

The governing board and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing board is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and



DIOCESE OF SALFORD

Department for Education

all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing board, 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, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Four Domains of Headship

1. Qualities and Knowledge

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

Critical to the role of headship is working with the governing board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher will:

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and



globally, and pursue continuous professional development that reflects the needs of a Catholic school.

6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

2. Pupils and Staff

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance 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. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
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, taking full account of the school's Catholic foundation.
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.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.



3. Systems and Process

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

Effective Headteacher manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, Headteacher should be committed to their own continuing professional development.

In accordance with the school's Catholic ethos, the Headteacher will:

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 within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
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.
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. 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.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
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.



4. The Self-improving School System

In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

1. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
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.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
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 especially within a Catholic context.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.