

"My soul glorifies the Lord" Luke 1:46

SAFE, VALUED, LOVED

Saint Mary's Catholic Primary School, A Voluntary Academy

Belgrave Avenue,

Congleton,

Cheshire,

CW12 1HT

Tel: 01260 274690

E-mail: admin@saintmaryscongleton.co.uk

Twitter: @StMarysCon



Headteacher

Application Pack for Candidates

Saint Mary's Catholic Primary School, A Voluntary
Academy Belgrave Avenue, Congleton, Cheshire, CW12 1HT
Tel: 01260 274690
E-mail: admin@saintmaryscongleton.co.uk

April 2024

Dear Applicant

On behalf of the Governing Body, I would like to thank you for your interest in the post of Headteacher at Saint Mary's Catholic Primary School. I hope that you find the details in the application pack informative. I highly recommend that you visit the school in person before making your application – you will be warmly welcomed and have the opportunity to discover for yourself our wonderful children, staff, grounds and facilities.

The school converted to become a Voluntary Academy in April 2015 and is one of nine schools (comprising two secondary and seven primaries) which make up Our Lady Help of Christians Catholic Academy Trust. The Headteachers work in close collaboration with each other as they look to drive and shape the future direction of the MAT. We achieved the highest recognition from Ofsted in December 2017 and the Diocese in January 2020, yet, we recognise that we must constantly strive to improve and meet the ever-growing challenges and changes within education. We are looking to attract a Headteacher with a strong track record of senior leadership at Head or Deputy level who will be supportive of the school's ethos, values and vision.

We are passionate about our school which is welcoming, nurturing and inclusive. It is a place where our pupils feel safe, valued and loved and are encouraged to reach their full potential and become life-long learners as well as confident individuals and as a proactive Governing Body, we are here to both support and challenge for the good of every child in our care, their families and our staff.

The school is an important part of the local Catholic community and has good links to the parish church of St. Mary's. The parish priest is highly supportive of the school, and pupils enjoy regular visits by him to celebrate Mass and key liturgical events. We also engage with our local community in various projects and liaise with other schools in the Congleton area.

We are seeking a highly motivated Headteacher who is a practising Catholic with a deep and real faith; someone who will inspire staff to continue to achieve the highest quality teaching, and develop creativity and excitement in learning for all children; someone who is inspired by the spirit of Christ and who will relish the challenge.

For more information or an informal chat please contact Mark Mountcastle, CEO Our Lady Help of Christians Catholic Academy Trust, ceo@olhoc.org.uk

Val Bridge

Chair of Governors

Saint Mary's is a Christ-centred learning community where all are safe, valued and loved.

INTRODUCTION

This information pack and our school website and Twitter will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective leader of our school. We would encourage all applicants to visit our school to experience our 'vibrancy' and meet our motivated, engaged and happy children and staff. Please feel free to visit our school website as this will in addition provide you with a wealth of information and hopefully give you an insight into school life.

<https://www.saintmaryscongleton.co.uk>

We are looking for a new leader, someone who will be visible, approachable and embrace our strong Catholic ethos, maintain our strong links with our Catholic community and one who can continue to raise standards across the school and be a proud member of a school family.

The school is currently judged outstanding in Section 48 and Ofsted, however the governors and Trust are very aware of the current framework and have a realistic view of the current educational landscape. The school remains in a strong position, the hard working and dedicated staff ensure standards remain high and that the curriculum is broad and balanced. Please see below for our most recent inspection reports.

[Ofsted Inspection](#)

[Denominational Inspection](#)

OUR CHRISTIAN ETHOS

Our Catholic Faith is at the core of the curriculum and we develop our pupils' complete love of faith and this is at the core of everything we do. Our Catholic values are brought to life through our teaching, learning and relationships and provide an environment which prepares our pupils to be confident and happy. Our values underpin excellent behaviour and academic performance, helping us to live Canon 806, being the best we can be.



Saint Mary's Catholic Primary School is a strong community centred on Jesus and founded on Christian faith, love and the teachings of the Catholic Church. Our Parish priest Father Francis supports the spiritual and religious life of the school through regular masses, teachers lead regular assemblies and liturgies and we have a faith committee to create an awareness of God's presence in all things.

We are blessed to have wonderful support from the parish. There is collaboration and support from a cross section of staff, children, parents, governors and parishioners who share their gifts of time and talent to make the school a special place.

We have a 'Mini- Vinnies' group where children aged between 7 to 11 who, with the permission of their parents and the support of the School, are encouraged to embark on their first steps as possible 'Vincentians for life' as part of the Society of St Vincent de Paul.

As Mini Vinnies, the youngsters have their own 'treasured' Prayer, Pledge and Badge, and regularly help the poor and elderly.

At Saint Mary's Catholic Primary School we pride ourselves on being a happy, caring and welcoming community, where the learning environment and the wide range of opportunities offered, help every child reach their full potential and make the most of the gifts and talents given to them by God

OUR PUPILS

The children at Saint Mary's embrace all aspects of school life with great enthusiasm. Pupil leadership is a strength and the children are encouraged to question, debate and celebrate. The children benefit from incredibly hard working and dedicated staff and there is a wide range of extra curricular activities.

As a result of the dedication and professionalism of all staff the children achieve well; academically, socially and spiritually.

Please see below for the most up to date published figures.



PROGRESS & ATTAINMENT

Early Years Foundation Stage (EYFS) – Good Level of Development (GLD)

Cohort size - 30	School	National Average
% Achieving GLD	57%	72%

Year 1 – Phonics Screening Check

Cohort size -	School	National Average (2023)
Pass rate	60%	75%

Key Stage 1 – % Achieving the Expected Standard

Cohort Size	School	Provisional National Average (2022)	Difference – School & National Average
Reading	73%	73%	0%
Writing	64%	71%	-7%
Maths	77%	73%	+4%

Key Stage 2 – % Achieving the Expected Standard

End of KS2 Outcomes	Cohort Size	School	End of KS2 Outcomes	Cohort Size 31	School
	31				
% Achieving the expected standard	Reading	70%	% Achieving the high standard	Reading	40%
	Writing	67%		Writing	3%
	Maths	80%		Maths	30%
	GPS	77%		GPS	37%
	R,W,M Floor (65%)	63%		R,W,M	0%

Key Stage 2 – Progress and Scaled Scores

End of KS2 outcomes		School	End of KS2 outcomes		School
Progress Score	Reading	3.4	Average Scaled Score (Expected Standard 100)	Reading	106
	Writing	-0.2		Maths	105
	Maths	1.3		GPS	105

STAFF & GOVERNANCE

The School is well supported by a Local Governing Board who play a vital role in the school community, through their committed and active role in providing strategic oversight of the school. The Board is blessed by the skills and experience of its members and whose focus is based on placing the children at the heart of everything we do. In addition they are very realistic and understanding of the current educational landscape and the current Ofsted framework particularly.

We are fortunate in having an experienced teaching staff committed to their vocation in delivering high quality education to all pupils. Historically staffturnover is very low with stakeholders committed to our school family.

Members of the LGB meet with the SLT on a regular basis to offer support and to share opinions.



Headteacher

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Belgrave Avenue,
Congleton,
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Tel: 01260 274690

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Required for: September 2024

Leadership Spine points L14 to L20 (£65,010 - £75,331)

'A Christ-centred learning environment where all are safe, valued and loved'

The governors of Saint Mary's, in partnership with Shrewsbury Diocese and OLHoC Catholic Academy Trust, are seeking to appoint an aspiring, inspirational, and innovative Head Teacher to inspire us in the next phase of our journey. Saint Mary's is a one-form entry primary school with its own nursery, situated in the semi-rural Cheshire town of Congleton. It is a loving, thriving and vibrant community which encourages children to grow morally, spiritually, socially and intellectually.

We are looking for a person committed to building upon an exceptional and caring learning environment where all members of the school community thrive. Saint Mary's is a genuinely happy school and we warmly welcome potential candidates to visit and see our 'vibrancy in action.'

Governors will encourage and support the successful applicant in delivering our shared ambitions, whilst also supporting the new headteacher in their own professional career developments.

We are striving to make our school a place where staff, governors, parents, and parish work actively together to ensure our children receive a rich, inspiring, dynamic, and engaging Catholic education.

The Governing Board are looking for a committed and practising Catholic who:

- Is ambitious and will inspire our children, our parents and the whole of the staff on our journey.
- Will share their faith with the whole school community inspiring the Catholic ethos of the school and its relationship with the Parish.
- Will take a leading role driving progress across the school in inspirational teaching and learning.
- Has a vision for the future of the school and can communicate that at all levels and be a rolemodel to all staff.
- Is a strategic leader able to inspire and motivate the whole team.
- Is an engaging and hardworking individual, able to collaborate with parents, staff, governors, the parish and wider community in providing opportunities for all pupils.
- Has excellent interpersonal and communication skills and 'leads from the front'.

We can offer:

- A friendly, welcoming community, underpinned by our strong Catholic ethos.
- Happy, confident, well-behaved and enthusiastic children who enjoy learning.
- A caring, talented and committed staff, with a strong sense of teamwork.
- A strong, active and highly supportive governing body.
- A well-maintained school and nursery, with beautiful and extensive grounds.
- Good opportunities for continuing professional development.
- Excellent support from our Trust partners, the Diocese and other schools in the Congleton area.

Visits to the school are warmly welcomed and encouraged. Please contact us to arrange a convenient time. For further details and an application pack, please visit the Trust website by [clicking here](#).

Applications must be completed on the CES application form provided and submitted electronically to: Julie.English@dioceseofshrewsbury.org

We are particularly interested to see in your application how your skills, knowledge and experience relate to the person specification and could be of benefit to Saint Mary's.

The 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 applicant's appointment will be subject to satisfactory references and pre-clearance including an enhanced DBS check.

Closing Date: Friday 10th May 2024 at 9:00am

Recruitment tasks and interviews: Friday 17th May 2024



Headteacher Person Specification for Academies

Person Specification/Selection Criteria for Headteacher at Saint Mary's Catholic Primary School

The Academy Articles of Association state that it is part of the Catholic Church and is to be conducted as a Catholic Academy in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practicing 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.

Saint Mary'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 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	Practicing Catholic	E		A/I/R
2	Involvement in parish community		D	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 Shrewsbury	E		A/I
7	Has completed the Catholic Leadership Programme or other approved Catholic leadership training, or has a commitment to do so		D	A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8	Qualified teacher status	E		A/CC
9	Degree	E		A/CC
10	CCRS/CTC or a commitment to obtain the certificate		D	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	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
14	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC
15	Has successfully completed approved Safer Recruitment Training or has a commitment to do so within 12 months	E		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16	Recent successful leadership as a headteacher			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/R
19	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
20	Experience of curriculum leadership and development	E		A/I/R
21	Experience of working constructively with parents	E		
22	Experience of monitoring staff performance	E		A/I/R
23	Experience of effective budget management and financial analysis		D	A/I/R
24	The ability to provide advice and support to the Governing Body 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, curriculum development 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	Experience of teaching in a Catholic school	E		A
29	Successful teaching of pupils/students in the primary/secondary phase	E		A/I/R
30	Experience of teaching in more than one school		D	A/I/R
31	To have a working and current knowledge and understanding of the Key Stages in the primary/secondary phase	E		A/I/R
32	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
33	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
34	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
35	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
36	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met		D	A/I/R
37	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
38	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
39	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
40	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) 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:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above 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
- Uphold the 7 Nolan principles of public life

[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.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

[J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that it is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practicing Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[K] 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.



Headteacher Job Description for Academies

Headteacher Job Description

Saint Mary's Catholic Primary School, a Voluntary Academy

Introduction

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Therefore, this post requires a practicing Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the board of directors of the Our Lady Help of Christians Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The Our Lady Help of Christians Catholic Academy Trust 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 Academy Trust 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. The 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 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 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 Our Lady Help of Christians Catholic Academy Trust), 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, higher education institutions and employers. Through such partnerships and other activities, the 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 Headteacher Standards 2020

1. Culture and Ethos

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 Our Lady Help of Christians Catholic Academy Trust 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 thus ensuring a culture of high staff professionalism.

2. Curriculum and Teaching

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. Organisational effectiveness

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.

The Headteacher should 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. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. 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.

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 *and RSHE* are 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 Our Lady Help of Christians Catholic Academy Trust 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.

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

7. 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.
8. 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.
9. 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.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. 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.
12. 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.