

**APPLICATION PACK**

# **EXECUTIVE HEADTEACHER**



**All Saints Catholic College  
and  
St John Fisher Catholic  
Voluntary Academy**

(Part of The Blessed Peter Snow  
Catholic Academy Trust)



# Executive Headteacher

Dear Applicant

Thank you for your interest in the post of Executive Headteacher for All Saints Catholic College and St John Fisher Catholic Voluntary Academy, (part of the Blessed Peter Snow Catholic Academy Trust). We trust that you will be encouraged by what you read to pursue your application further.

The Governing Bodies of All Saints and St John Fisher Catholic Voluntary Academy, together with the Blessed Peter Snow Catholic Academy Trust Board are looking to entrust the leadership of both schools to a talented and visionary leader who will continue to develop on the good work that has been done over the years in both schools and, in the case of All Saints, which has just been rated as Good in a recent June Ofsted inspection, can ensure that our new build school delivers all the benefits we expect of it.

Both schools have children from diverse backgrounds from both the Kirklees and the Calderdale Local Authorities. We have high expectations of our children and high standards of behaviour. Both schools' values and ethos are firmly underpinned by our Catholic faith and this informs all that we do.

We are particularly proud of our communities where our students are happy and ambitious for their future. We are also proud of the commitment and drive of our governing bodies, senior leadership teams and staff aiming to improve standards across all aspects of our schools and providing the very best pastoral care for the benefit of our children.

We will expect a high degree of visibility and accessibility from someone whose commitment, resilience and wisdom will not only serve the interests of the schools well, but also act as a strong and positive role model to staff and students as they continue their academic and spiritual journey towards adulthood and working life. You will have the support, guidance and counsel of a group of Governors who have demonstrated their commitment to the schools over many years. Professional support will be provided to the successful candidate to ensure a smooth transition. These are challenging times for all in state education but we are well placed to face those challenges.

The Blessed Peter Snow Catholic Academy Trust started on 1st. October 2014 with three schools, (St John Fisher being one of its founding members). It offers a solid platform for the remaining Catholic schools in the Kirklees and Calderdale Local Authorities to join us. Although small the trust has developed sound structures, financial and auditing processes and policies. We are eager to expand because as our motto states there is great strength in unity: 'ut unum sint'.

Apart from the recruitment pack we encourage you to access the following websites for further information.

**[www.stjohnfisher.org.uk](http://www.stjohnfisher.org.uk)**

**[www.dioceseofleedscmat3.org](http://www.dioceseofleedscmat3.org)**

**[www.aschc.com](http://www.aschc.com)**

We would very much encourage you to visit both schools and find out more about us. If you think you have the right qualities, experience and knowledge to help us lead to the next level of success then please apply. We look forward to receiving your application.

Yours Sincerely and In Christ,

**Chris L'Estrange**

Chair of Governors

**Rev. Dr Joseph D. Cortis**

Chair of Academy Council

Chair of the Trust Board



# Working in Leeds Diocese

Dear Applicant,

Thank you for taking the time to find out more about the Executive Headship role at All Saints Catholic College, Huddersfield, and St John Fisher Catholic Voluntary Academy, Dewsbury, in the Diocese of Leeds.

Both are lead schools within the partnership of Catholic schools in Kirklees and Calderdale. The Governors are looking for someone who has the vision to lead the schools and support their partners through the opportunities and challenges over the next few years. The existing partnerships are ambitious to see all schools achieve well, be judged good or better and become examples of best practice in serving the needs of their families and communities. The successful candidate is assured of a warm welcome from colleagues and will have every assistance in getting to know the local community of schools as well as the immediate schools and parish communities.

The Diocese of Leeds covers a wide geographic area encompassing eight local authorities mainly in West and North Yorkshire well served by a network of rail and motorway links. We have 80 primary schools, 13 high schools, a sixth form-college in Leeds and a residential non-maintained school for the deaf. Our smallest school is 20 students whilst the largest is 2,300 students serving both rural and urban areas. There are good partnerships between schools across the Diocese as well as within local deaneries and further networks with local authority schools. Also within the Diocesan educational provision is our Catholic University of Leeds Trinity that is also the higher education partner to the teaching school alliance. The secondary Principals from across the Diocese meet regularly offering opportunities for joint working bringing the leadership of the schools together.

The Diocese offers a comprehensive programme of continuing professional development every academic year which is available on the website and open free of charge to all schools giving to the Diocesan school contribution scheme. In future years it is hoped that the teaching schools in the Diocese will also take a role in delivering the programme.

I hope that you will take this opportunity to apply to be the new Executive Headteacher at All Saints Catholic College and St John Fisher Catholic Voluntary Academy.

Kind regards

**Angela Cox OBE**

Principal Officer for Education  
Diocese of Leeds

[www.dioceseofleeds.org.uk/education/](http://www.dioceseofleeds.org.uk/education/)



# Diocese of Leeds

## Executive Head Job Description

### Introduction

**All Saints Catholic College and St John Fisher, which is part of the Blessed Peter Snow multi academy Trust, are schools with a religious character. They are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deeds of the Diocese of Leeds. At all times, All Saints and St John Fisher are to serve as a witness to the Catholic faith in Our Lord Jesus Christ.**

The core purpose of the Executive Head is to set and implement the strategic direction and to provide professional leadership and management for each school within their remit to drive achievement of high standards in all areas. To gain this success the Executive Head is required to establish a culture that promotes excellence, equality and high expectations of all pupils. The Executive Head is the lead professional in both schools.

Accountable to the Governors of All Saints and to the Trust Board and Academy Council of St John Fisher, the Executive Head provides vision, leadership and direction for the schools and ensures that they are managed and organised to meet their aims and targets. The Executive Head working with others is responsible for evaluating each 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 each academy's aims and objectives and for the day to day management, organisation and administration of each school.

This appointment is with the Blessed Peter Snow Catholic Academy Trust Board of the multi-academy trust under the terms of the Catholic Education Service contract to be signed. The Trust Board will appoint a practicing Catholic who can show by example and from experience, that he or she will ensure that the Trust and both schools are distinctively Catholic in all aspects. The appointment is subject to the current conditions of service for Heads contained in the School Teacher's Pay and Conditions Document and other current education and employment legislation. In carrying out his or her duties the Executive Head will consult with: The Trust Board, the Diocese, the Local Authority; the governors, staff, parents and pupils of both schools; the parishes served by the schools and other local Catholic schools where necessary.

The Executive Head, working with and through others, secures the commitment of the wider communities to each school by developing and maintaining effective partnerships with, for example, other schools, other services and agencies for children the LA, higher education institutions and employers.

Through these partnerships the Executive Head plays a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally. Drawing on support from both schools the Executive Head is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

The Trust Board recognises that the overall leadership of 2 separate schools is a challenging role and this will be reflected in the salary. The Trust Board will set the 7 point scale as outlined in STPCD within the relevant academy group size which is based on pupil numbers across both schools plus an additional uplift. The salary is divided between the two schools resulting in a cost saving for each school.

The model of leadership within each school will be determined by the Executive Head in consultation with the Trust Board of St John Fisher and the Governors of All Saints.

### **Blessed Peter Snow Catholic Academy Trust:**

As Executive Headteacher you will be a key figure in the Blessed Peter Snow Catholic Academy Trust holding the position of Head Teacher Director on the Trust Board and Accounting Officer to the Trust.

The Executive Head will have an office base at both schools and as such, it is essential that the Executive Head holds a valid UK driving licence for the duration of their appointment.

The Governors and the Diocese acknowledge the importance of this Catholic leadership role and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The National Standards of Excellence for Headteachers are applicable to this post.



# Diocese of Leeds

## Executive Head Job Description

### National Standards of Excellence for Headteachers

The National Standards of Excellence for Headteachers (2014) define high standards which are applicable to all Headteacher roles within a self-improving school system. These standards are designed to inspire public confidence in Headteachers, raise aspirations, secure high academic standards in the nation's schools, and empower the teaching profession. Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of Headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms.

Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behavior of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognizing differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

National Standards of Excellence for Headteachers,

### Qualities and knowledge

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

### Pupils and staff

- 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 and the need for all to live life to the full through their faith.
- 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 following the requirements of the Bishop.
- 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. Create a strong Catholic ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching and mentoring current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning and high quality Catholic leadership.
- To build the trust in staff to perform their role, but holding them responsible for fulfilling that role and to hold all staff to account for their professional conduct and practice.





# Diocese of Leeds

## Executive Head Job Description

### Systems and process

- Ensure that each school's systems, organisation and processes are well considered, efficient and support the mission of the school, upholding the principles of transparency, integrity and probity.
- 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.
- 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.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively - in particular its functions to ensure the Catholic ethos of the school, set school strategy and hold the Executive Head to account for pupil, staff and financial performance but importantly to promote high quality Catholic education .
- 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.
- Distribute leadership throughout the schools, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### The self-improving school system

- Create outward-facing schools which work with each other, as well as other Catholic schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. Supporting others without being judgemental and welcoming support where necessary
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- 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.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 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.

### Child Protection

- Ensure that the child protection policies and procedures adopted by the trust board are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively



# Diocese of Leeds

## Executive Head Person Specification

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities required for leaders of Catholic schools in ensuring that they meet the same expectations of leaders of all schools while serving the mission of the Catholic Church in education..

In our Catholic schools professional leadership is provided in the context of a community rooted in the Catholic faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic schools as a vibrant part of the mission of the Church in education.

The Governors and Diocese acknowledge the importance of this role and will actively offer long term support to the successful candidate including a Diocesan induction programme and appropriate mentor. If the successful applicant has not completed the CCRS course in Catholic Education or equivalent, an undertaking to complete the course will be expected.

## Job Specification

**Please note source of evidence of fulfilled criteria:**

Application Form - A Supporting Statement - S References - R Interview - I

1. QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Is a practicing and Committed Catholic*	E	A, S, R
Qualified Teaching Status	E	A
Degree (or equivalent)	E	A
Postgraduate qualification	D	A
NPQH or similar	D	A
CCRS (Catholic Certificate in Religious Studies)	D	A
Leadership in Education role, such as NLE or LLE	D	A
Substantive Senior Leadership experience in a Catholic secondary school	E	S, I
Proven track record of leading by example and being a positive role model with excellent communication skills	E	S, I
Ability to articulate a clear vision and purpose within the mission for Catholic education	E	S, I
Knowledge & experience of Ofsted at a senior level	E	S, I
Ability to articulate and deliver a vision of Executive Headship across two schools	E	S, I
Ability to lead strategic and operational change	E	S, I
Evidence of appropriate personal and professional development	E	S, I
Evidence of participation in a Parish Community *	E	S, I, R
Ability to lead the spiritual development of staff and pupils	E	S, I
Understanding of current educational provision and the wider school systems	E	S, I
Evidence of political awareness	E	S, I
Track record of effective and efficient auditing and financial control	E	S, I



# Job Specification

Please note source of evidence of fulfilled criteria:

Application Form - A Supporting Statement - S References - R Interview - I

2. PUPILS AND STAFF	Essential or Desirable	Evidence
Ability to demonstrate ambitious standards and high expectations for all pupils	E	S, I
Excellent understanding of high quality teaching, learning & curriculum implementation	E	S, I
Ability to promote the development of the whole child	E	S, I
Proven experience of using data analysis to effectively drive whole school improvement	D	A
Ability to motivate and encourage all staff to develop their unique potential	E	S, I
Ability to identify emerging talent, develop excellence and clear succession planning	E	S, I

3. SYSTEMS AND PROCESS	Essential or Desirable	Evidence
Proven track record of efficient strategic leadership and prudent financial planning	E	S, I
Ensure the safety of all staff and pupils at all times	E	S, I
Promote excellent behavior, positive attitudes to school life including attendance	E	S, I
Experience of using systems for performance management to hold staff to account	E	S, I
Ability to challenge under-performance	E	S, I
Understanding of strong governance to hold the school to account	E	S, I
Ability to ensure budgets and resources are planned and deployed in the best interests of pupils	E	S, I
Experience of promoting distributed leadership throughout the organisation	D	S, I

4. SELF IMPROVING SCHOOL	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	D	S, I
Evidence of developing effective partnerships with a range of professionals	E	S, I
Use well evidenced research to achieve excellence	D	S, I
Provide high quality opportunities for staff development	E	S, I
Confident, entrepreneurial, and innovative approach to school improvement	E	S, I
Source of inspiration and encouragement for all in the school community	E	S, I
Collaborate and communicate with a wide range of audiences including parents, pupils, colleagues, governors, Diocese, Local Authority and other schools, academies and colleges	E	S, I
Commitment to the promotion of an inclusive trust wide community	E	S, I

5. CHILD PROTECTION	Essential or Desirable	Evidence
Ensure child protection policies and procedures are fully implemented and followed	E	1





# Job Specification

Please note source of evidence of fulfilled criteria:

Application Form - A Supporting Statement - S References - R Interview - I

6. SECURING ACCOUNTABILITY	Essential or Desirable	Evidence
Fulfil commitments arising from contractual accountability to the Trust Board/ Governing Body	E	S, I
Develop a Catholic school ethos	E	I
Clearly define individual staff accountabilities	E	I

7. STRENGTHENING COMMUNITY	Essential or Desirable	Evidence
Build a school culture and curriculum which takes account of the diversity of the	E	S, I
school's communities rooted in the Catholic Christian	E	I
Create and promote positive strategies	E	I
Ensure learning experiences for students are linked into and integrated with the wider communi-	E	I
Collaboration with other agencies	E	I
Contribute to development of the education system	D	I

8. APPLICATION FORM AND LETTER	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and	E	S

9. CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable	Evidence
Fulfil commitments arising from contractual accountability to the Trust Board/ Governing Body	E	S, I
Develop a Catholic school ethos	E	I
Clearly define individual staff accountabilities	E	I

PLEASE NOTE:

## \*What is the objective definition of a 'practicing Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practicing Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for 'full communion' with the Catholic Church. These are sacramental

initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments of ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practicing' Catholic.

For further information including examples of where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at the Centre' by Mgr Marcus Stock, CTS Publications ISBN



# Working in Leeds Diocese

## Headteacher Wellbeing Service

### What is the Headteacher Wellbeing Service?

#### The Service:

- Was requested by Headteachers for Headteachers
- Is designed to meet the specific needs of Headteachers in the Leeds Diocese
- Is a confidential service for all Headteachers in Diocesan primary, secondary and special schools
- Offers an opportunity to talk confidentially on a personal and professional basis
- Facilitates links with other professionals

### What does the service aim to do?

#### The Service:

- Promotes the well being of the Catholic Headteachers in the Leeds Diocese
- Provides personal support for individual Headteachers
- Assists Headteachers in resolving issues
- Facilitates support networks
- Enhances relationships between Headteachers, Governors, Diocesan and Local Authority personnel

### What is the role of the Diocese?

- The Diocese is committed to supporting Headteachers in their task and to working in partnership with schools
- The Diocesan Office for Education & Schools acts as the agent in the employment of the Co-ordinator for Headteacher Wellbeing

### How is the Service funded?

- The Headteacher Wellbeing Service is funded through the School Contribution Scheme, which is an annual donation whereby schools support the work of the Diocese in relation to education and school property.

A confidential mobile line is available Monday to Friday during term time. There is a voicemail facility and response will be made within 24 hours.

Headteachers and Acting Headteachers can use this service at any time as required.

