



# St. Catherine's School



**St Catherine's School Twickenham**  
**APPOINTMENT OF HEAD**

## INFORMATION FOR APPLICANTS

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. It was founded by the Sisters of Mercy in 1914.

The site of St. Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became a charitable trust and was established on the present site.

The School enjoys an enviable position - next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.



We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning without undue pressure. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility and the importance of kindness, concern and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.



The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. The Preparatory School accepts pupils from the age of 3. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that Year 11 pupils who fulfil the criteria at GCSE level will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.



Academic Scholarships are awarded at 11+ and 16+ to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available.



In the Senior School, pupils follow courses in English, Mathematics, Science, Religious Education, History, Geography, Drama, Music, Art, Physical Education and Food Technology, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites that can accommodate whole classes. Most pupils study nine or ten subjects to GCSE level and three or four subjects to A level. Sixth Form students can choose from a selection of thirty subjects to study to A level standard and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and extra-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports including swimming, netball, athletics, hockey, tennis, gymnastics and rounders and our pupils achieve considerable success at county, regional and national level. Music plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances. Staff work hard and all contribute to the wider life of the School.

We are a Catholic School in the ecumenical tradition. Approximately 36% of the girls are Catholics, and we also welcome girls from all families who are in sympathy with the Christian values taught by the School. All girls and staff attend School services, including assemblies. Although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all Staff are involved in pastoral care of the pupils.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, 3 ICT suites, netball/tennis courts. Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre and Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block.

The school received a Section 48 inspection from the Diocese of Westminster in September 2017 and was judged to be outstanding in all areas. This inspection was followed in October by a Focused Compliance inspection and an Educational Quality inspection by ISI (the Independent Schools Inspectorate). The school was judged to be fully compliant and the quality of the pupils' academic and other achievements, together with the quality of their personal development were deemed to be excellent. We were delighted to achieve the highest accolade possible in all areas of each inspection.

Further details may be found in the Independent Schools Year Book and on our website ([www.stcatherineschool.co.uk](http://www.stcatherineschool.co.uk)).

# **JOB DESCRIPTION**

The Head is accountable to the Board of Governors for delivering the overall strategic direction established by the Board, setting and maintaining high academic and pastoral standards and the management and operational performance of the School. The role of the Head is key in underpinning a caring and supportive environment within which the girls are helped to achieve their personal best. The Head has a vital role in motivating pupils and staff alike, through good leadership, personal influence, concern for individual needs, energy and example. A key element of the role is the active marketing and promotion of the school.

There is a dedicated teaching staff of 47 FTE and the Head is supported by a Senior Management Team made up of the Deputy Head, Director of Studies, Head of Prep, Head of Sixth Form and Bursar.

## **Leadership and Management**

The Head will be accountable for continuous improvement in the quality and scope of education. More specifically s/he is accountable for:

- Providing leadership appropriate to a Catholic school
- Setting academic standards and objectives and evaluating standards of teaching and learning
- Actively marketing and promoting St Catherine's in support of the recruitment and retention of pupils
- Managing the academic and pastoral staff covering selection, appointment, performance, performance management, development and dismissal
- Leading the focus on staff development through the whole staff INSET programme
- Creating excellent working relationships among all members of the school community
- Maintaining and monitoring key statistics
- Assessing opportunities for 'public benefit' activities
- Planning for the future development of the School in conjunction with the Governors
- Ensuring that the school remains committed to safeguarding and promoting the welfare of children and young people
- Have a clear vision of the benefits of tracking pupil progress and development, and an insight into the processes by which this is achieved
- Advising and working with the Board of Governors on the formulation and implementation of policies
- Managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

## **Curriculum and Pastoral Care**

- Ensuring delivery of a curriculum relevant to pupils' academic abilities
- Delivering policy and overseeing the organisation for pupils' pastoral care, ensuring high standards of discipline and pastoral support
- Allocating staff academic and pastoral responsibilities
- Setting the required norms of behaviour and discipline for pupils and staff and ensuring that proper procedures are in place for enforcement
- Developing and sustaining effective learning and teaching throughout the school
- Promoting and recognising all forms of pupil achievement
- Promoting and safeguarding the welfare of children and young persons in the school community

## **Financial**

- Overseeing operational and financial performance
- With the support of the Bursar, securing and using in the best way the financial resources for the school
- Setting, in partnership with the Board of Governors, appropriate priorities for expenditure, allocation of funds and effective administration and control
- Advising the Board of Governors on the formulation of the annual budget in order that the school is able to achieve its objectives

## **Communication**

- Working closely with the Board of Governors and providing advice and information to the Board to ensure that they are always fully briefed
- Ensuring effective communication with parents, staff, pupils and feeder schools
- Liaising with educational authorities and relevant professional bodies (the School is a member of GSA, ISA and CISC)
- Ensuring school involvement in diocesan and parish activities
- Ensuring effective communication with the local community
- Developing and encouraging good relations between the school, the local community and the wider community



## **Person specification**

The successful candidate will:

- Be a practising Catholic with a strong grasp of the principles of Catholic Education
- Have a good Honours degree or equivalent. A post graduate qualification would be desirable
- Have successful teaching experience as well as proven senior management experience in a secondary school
- Have a sound understanding of secondary curriculum, including having experience in providing post 16 education
- Be a good manager/mentor of people with experience of recruiting, managing, mentoring and developing both staff and pupils.
- Have the ability to plan strategically, communicate goals and execute plans effectively
- Demonstrate a high level of planning and organisation skills and the ability to delegate effectively
- Have the ability to see the bigger picture and the impact of decisions
- Have evidence of strong and effective leadership skills
- Have high expectations and a clear view of educational excellence
- Have the ability to communicate effectively with all members of the school community
- Have the ability to manage a budget and allocate resources to achieve given objectives
- Have the ability to work closely with, and for, the Governing Body
- Have maturity of judgement, clear analytical thinking and the ability to innovate
- Have good PR, marketing and relationship skills and ideally have some experience of promoting to feeder schools
- Be motivated to work with children and young people and have the ability to form and maintain appropriate relationships with them
- Have an approachable manner, resilience and a warm sense of humour

## **Remuneration**

The remuneration paid to the person appointed will be commensurate with the importance of the post and with the experience and calibre of that person. The Head will be eligible for fee discounts for any of her/his daughters attending the school as pupils in accordance with the policy currently in place for all staff. The post offers membership of the Teachers' Pension Scheme and medical insurance.

## **Applications**

Applicants are requested to complete the enclosed application form and send it together with a covering letter to: Mr I Stewart, Clerk to the Governors, St Catherine's School, Cross Deep, Twickenham, Middlesex, TW1 4QJ

Email: [bursar@stcatherineschool.co.uk](mailto:bursar@stcatherineschool.co.uk).

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV. The closing date for applications is Friday, 13th October 2017.

Longlisted candidates will be invited to interview during the week commencing Monday, 30th October and shortlisted candidates will be invited for final interviews during the week commencing Monday, 13<sup>th</sup> November. The appointment will be made subject to satisfactory references, an enhanced DBS clearance and a satisfactory medical examination.

Further information on the school can be found at [www.stcatherineschool.co.uk](http://www.stcatherineschool.co.uk)

September 2017