

**APPLICATION PACK FOR THE POST OF HEADTEACHER AT
St Pius X Catholic Preparatory School
and Oak House Nursery**

REQUIRED SEPTEMBER 2018 www.stpiusx.co.uk



Welcome

Dear Applicant,

We thank you for your interest in the post of Headteacher at St Pius X Catholic Preparatory School and Oak House Nursery. I am delighted that you are considering applying to lead our exceptional school.

The Governors have put together an information pack that is available on the TES recruitment webpage and our school website. This consists of: -

1. Application brochure including job description for Head Teacher of St Pius
2. Person Specification
3. Headteacher's Application Form
4. Letter from children of St Pius

In the pack we have provided a flavour of the school in order to give you an indication of the scope and range of opportunities and possibilities that the post has to offer. I truly hope that you find the information that we have provided of sufficient interest and you decide to apply. We are looking to appoint somebody who is able to build on what we have achieved, a 'good school with excellent in some categories'.

Our new Headteacher should be dynamic, forward thinking, approachable, compassionate and a supportive leader who is experienced and knowledgeable about teaching and learning in school, and have a love of working with children. The person specification provides a more comprehensive list of the qualities we are looking for, but in essence, we wish to appoint somebody with the confidence to take the school forward. The successful candidate can be assured that they will be leading a dedicated and skilled team of staff supported by a committed Governing Body.

I warmly encourage you to visit our school to see the children and staff in action. Our current Acting Headteacher, Mrs Helen Porter, will be happy to show you around school and answer any questions you may have. Please contact our School Secretary, Mrs Caroline Warden, on 01772 719937 to arrange a visit.

If you share our aims, I would be delighted to receive an application from you. This role presents an excellent opportunity for experienced or aspiring Headteachers. We very much look forward to hearing from you.

Yours sincerely,



Mr Paul Clegg
Chair of Governors



OUR MISSION STATEMENT IS...

To equip our children with an academic and social education in a Roman Catholic environment that will enable them to achieve their full potential.

Nursery

Oak House Nursery is an integral part of St Pius X Catholic Preparatory School. It is a happy, thriving department where children are cared for by staff who focus on the individual needs and development of every child.

Situated in beautiful grounds, our nursery unit operates independently, yet is very much a part of the St Pius family atmosphere and shares all the school's wonderful facilities.



Infants (Key Stage 1)

The infant department is a delightful child centred, secure environment housed in the original Oak House. Small classes result in individual attention and this, in turn, ensures all children understand and progress.

Our reception classes continue their learning through the Early Years Foundation Stage curriculum and follow guidelines for the seven areas of learning. Our children then progress to the Key Stage One curriculum.

Our Key Stage One curriculum follows on from the Early Years Foundation Stage taught in the reception year. In years 1 and 2 children follow the Key Stage One curriculum, together with many other learning strategies to develop their individual learning.

Juniors (Key Stage 2)

We strive to maximise each child's potential and focus on academic excellence in the junior school in order to deliver results that match abilities. Our ability set based classes for English and Maths, allows our children to maximise their learning through support and extension, whilst our foundation - subject based teaching, fosters a desire for knowledge and brings depth and understanding to learning. St Pius pupils are encouraged to demonstrate independence and commitment to their studies.

St Pius X Catholic Preparatory School has provided a gateway to a wide range of secondary education, including grammar and independent schools. With guidance from experienced teachers many year 6 children are prepared and entered for selective entrance examinations.



The governors are looking for someone who:

- Is a practising Catholic, committed to the ethos and vision of Catholic Education;
- Is an inspirational leader with the desire and motivation to lead our school forward;
- Is committed to the well-being of children, encouraging exceptional standards of achievement and ensuring they feel valued and supported;
- Aims at excellence in all walks of school life with determination to reinforce St Pius X School's standing as an excellent educational establishment;
- Has already demonstrated successful leadership, management, organisational and financial skills;
- Who has the ability to build strong relationships with children, staff, parents and the community.



In return, St Pius can offer:

- A happy, caring and encouraging environment for learning with a strong, Catholic ethos;
- Confident, well motivated children who have a love of learning;
- A experienced, motivated and enthusiastic staff team, who are supported by a dedicated governing body;
- An active and supportive Parent's Society.



Key areas of accountability

1. Strategic Leadership and Reputation

- Giving strategic direction, formulating the overall aims and objectives of the school, proposing policies for their implementation, and providing leadership to facilitate the changes that result;
- Oversee the admission of pupils who will then flourish within St Pius X Catholic Preparatory School and Oak House Nursery environments;
- Understanding and delivering performance management and adherence to the budget to develop the School's financial strength;
- Communicating St Pius X School's aims and ethos with enthusiasm, promoting the School's image, generating appropriate and dynamic leadership in all departments of the school. Manage the recruitment of pupils through actively marketing the school;
- Securing at all times the School's good name and reputation, actively participating in the affairs of local educational, business networks and local parishes and churches;
- Reporting termly to the Board of Governors, and accepting regular appraisal and performance management review;
- To lead the school following Gospel values and our Catholic ethos, whilst embracing and nurturing children of all faiths;
- Liaison with local parishes and priests to provide regular masses and a sacramental programmes for Catholic children.



2. Educational provision and quality

- Ensuring the physical, spiritual, social and moral welfare of all pupils and maintaining excellent discipline;
- Directing and managing the education, both curricular and extra-curricular, provided by the School; ensuring that the highest standards of teaching and learning are delivered through an active and constant performance review;
- Providing a high quality rounded education for all pupils focused on academic achievement - ensuring that all staff have high expectations of pupils, both in their learning and behaviour, and creating an environment in which all pupils can fulfil their potential both inside and outside the classroom;
- Establishing and managing the curriculum so that it is aligned with the best and developing educational practice, and to ensure its effective delivery by the teaching staff, whilst maintaining and developing the School's extended curriculum and extra-curricular programme.
Ensuring that St Pius X School maintains its position at the leading edge of curriculum development;
- Insisting on the highest quality of teaching and learning, ensuring that these are continually monitored;



Key areas of accountability cont.

- Leading, encouraging and supporting innovation in teaching and learning, with a particular focus on the effective use of ICT;
- Ensuring that the School is effectively prepared for ISI inspections and Section 48 Inspection by The Diocese of Lancaster Education Service;
- Actively taking part in regular whole-school, religious assemblies, teaching and other activities as appropriate;

3. Pastoral Care

- To oversee and advise upon the Pastoral Care structures within the school and nursery;
- To manage sensitively, the pastoral development of both pupils and staff, whilst maintaining a caring, nurturing, safe environment for all.

4. Sports and Extra-Curricular Activities Provision and Quality

- The Head will be responsible for maintaining the broad range of extra-curricular activities at the school covering sport, music, performing arts and the range of outdoor pursuits;
- The Head will be responsible for ensuring that children are given a wide range of opportunities to extend their learning through off site trips and residential.

5. Management

- Working in close partnership with the Bursar in all areas of the School's economic and administrative processes, including effective implementing of school policies;
- Developing the management structure of the School, so that vision and strategy are shared, development is planned, targets are set and results are evaluated;
- Appointing, supporting and nurturing the Senior Leadership Team (SLT), regarding them as a active participant in the School's future development;
- Appointing and promoting the best possible staff, in conjunction with legal requirements and I.S.I. procedures and guidelines; deploying staff, maintaining staff performance and professional development through carefully designed and applied systems of training and appraisal;



Key areas of accountability cont.

- Arranging appropriate programmes of staff induction and procedures for Newly Qualified Teachers, including providing training to support staff in the catholicity of the school;
- Maintaining at all times, staff discipline and professional standards; ensuring compliance with all legal requirements and regulations.

6. Communication

- Managing at all times effective and positive communication with pupils, staff, parents, prospective parents, Board of Governors, local parishes and the wider community;
- Ensuring that the appearance of the School is always welcoming.
- Ensuring that pupils' and parents' needs and concerns are always given high priority, through School Council meetings, termly Parent Voice session, weekly newsletter and regular questionnaires;
- Marketing the School actively to potential parents to maximize pupil numbers;
- Cultivating excellent public relations to celebrate the school's achievements, extend the range of its publicity, develop relationships with other Schools and achieve the best possible partnership with the wider community;
- Dealing effectively and positively with any complaints; with the overall aims of quality assurance and parental satisfaction.



How to apply

Closing date: Friday 2nd March, 2018, 10:00 GMT

Phase 1 Interviews, at St Pius X School on 16th March 2018

Phase 2 at Barton Grange Hotel on 19th & 20th March 2018

Candidates wishing to apply should:

- Complete the Headteacher's Application form digitally and print out.
- A covering letter.
- For an informal discussion about the post please email Anne Fingleton (Governor) ann@fingles.co.uk or Angela Morris (Governor) on usforrests@hotmail.com
- Applications will be acknowledged and then evaluated against the selection criteria.
- The application form should contain the names, addresses, email addresses and telephone numbers of three referees to include your current, past direct line manager and a faith reference.
- Full references will be required for the short list interviews but will only be taken when school has received specific consent from candidates to do so.
- All candidates will be required to bring original documentation, proof of identity and certificates with them to interview.
- This post is subject to an enhanced DBS check.
- The school is committed to safeguarding and promoting the welfare of children.
- Equal Opportunities: An Equal Opportunities Employer welcoming applications from all sections of the community.
- Rehabilitation: The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a "disclosure".

