



Federation of St Mary's and St Thomas of Canterbury  
Catholic Primary Schools



# St Mary's Catholic Primary School



## Headteacher Application Pack

**January 2018**



# The Federation of St Mary's and St Thomas of Canterbury Catholic Primary Schools



Dear Candidate

Thank you, on behalf of my fellow governors, for your interest in the post of Headteacher at St Mary's Catholic Primary School.

St Mary's is a welcoming and vibrant school community where every child is encouraged to achieve their best. The governors are proud of the school's success in promoting a culture of celebration of achievement in all areas, providing a friendly and inclusive environment, with a strong pastoral care system.

The school is situated on the outskirts of the Victorian town of Ryde, on the Isle of Wight, belonging to and supported by the Catholic Diocese of Portsmouth. It is within walking distance of our Parish Church, the sandy beaches of Ryde and ferry connections to the mainland. Our school buildings are set amongst spacious, leafy grounds with outside learning areas, a woodland pond, and a prayer garden.

We are a one form entry primary school with an onsite governor led preschool. We are a popular choice for parents because of our caring ethos where "God is at the heart of all that we do". We have a PAN of 30 children per intake and our reception class is often oversubscribed with a waiting list.

St Mary's school is federated with St Thomas of Canterbury Catholic Primary School, which is situated approximately 8 miles away in Carisbrooke in the centre of the Island. It shares one Governing Body and for many years had an Executive Head teacher for the two schools. Our previous Executive Head teacher retired due to ill health leaving St Mary's without a permanent leader for much of the last academic year, resulting in a period of instability for the school community.

The school was last inspected in November 2014 and was recognised as a 'good school' by OFSTED. However our current Self Evaluation recognises that we 'Require Improvement'.

The governors decided that to secure equal success for both schools, a change to the Executive Head structure of the Federation was necessary. The traditional model of a Headteacher in each school, supported by a Senior Teacher and a SENco was the structure implemented for September 2017.

We are therefore seeking to appoint a practising Catholic Headteacher who will build on the current good practice being implemented by our Interim Head and who will bring fresh ideas and enthusiasm to drive school improvement and rapid progress opportunities for pupils. Hampshire Local Authority provide School Improvement support, for all schools on the Isle of Wight and have a good working relationship with St Mary's.

We positively encourage you to arrange a visit to our school where you will receive a warm welcome from our staff, pupils and Interim Headteacher.

Please detail in your application how you meet the person specification set out in this recruitment pack and how you intend to accomplish the key tasks detailed. Further information can be found on our school website <http://www.stmaryrcpri.iow.sch.uk> which will provide links to our latest Ofsted report, Section 48 Validation and 2017 KS2 data.

Yours faithfully

Katrina Rigby

Chair of governors

## Parents & the Community

The governors take pride in the school's warm, welcoming and Catholic ethos and the school is strongly supported by its experienced and committed Governing Body whose members are actively engaged in the school's work and know the school well.

St Mary's School recognises the importance of fostering a committed home-school partnership. We understand that parents know the child better than anyone and so we actively encourage regular communication and contact between home and school through parent meetings, consultation evenings and curriculum information workshops.

The school has a thriving Friends of St Mary's Parents Association (FOSMA) who make a positive contribution to our school with the activities they run for the pupils and their skilled fundraising.

## Pupils

Our pupils are active partners in the running of our school. The school council provides an important voice for pupils of all ages and it shapes many aspects of our provision. Year 6 pupils provide essential support to the quality of play and lunchtime provision. Children are organised into four houses and house points provide an important common currency for rewarding good choices across the school. In class pupils are confident and keen to learn. They are encouraged to take real responsibility for their learning.

## Our Church

The school has a historical link to St Mary's church. It was originally opened in the grounds of the church before moving to the current, more spacious site in the 1970's. The new Parish Priest Fr Steven only joined us in October and is already a regular visitor to the school, assisting us in our spiritual growth. Our children learn to love God and understand the teachings of the Gospels and how they relate to our lives today. The church was built and endowed by the Countess of Clare in 1846 and is one of the finest early Victorian Catholic churches in the South of England. It is situated in the centre of Ryde Town and is visited by the children at intervals during the school year. The church holds Sunday and Weekday masses and is central to the Catholic community in Ryde.



## Our Mission and Values

We use the St Mary's Jigsaw to link all aspects of the children's school experience. The children grow to understand that our words, actions, thoughts and aspirations are all linked to the education they receive at School, in the Parish and at Home.

Our Mission - Places God at the centre of all we do and then places the children at the centre of all aspects of their life including family, class, school and part of the worldwide community.

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Our Vision - Enables the children to identify aspirations and ways to achieve them

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Our Actions - Looks at our behaviour and the way we reflect Christ in the way that we treat others and ourselves.

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Stewardship – Explores how we use, protect and engage with the wonder of God's Creation through our curriculum and our daily lives.

### ST MARY'S CATHOLIC PRIMARY SCHOOL

## OUR MISSION



Our school is a family of  
classmates,  
teachers and adults who show  
love and respect to each other.



We always try to do our best,  
using the gifts and talents  
that God has given us.



Jesus helps us to be the best  
we can be through our families,  
the Church  
and the world God created.



We stand up for everyone  
in our community so that we  
are all treated fairly.





## Key Tasks for St Mary's Catholic Primary School

The Governing Body view the recruitment of a Catholic Headteacher as a vital step towards achieving our school Mission and securing the best possible outcomes for our children. They have identified the following key priorities as instrumental to the long term success of the school which are linked to Self-Evaluation and the School Improvement Plan:

1. Developing leadership at all levels so that all members of staff and Governors are:
  - Engaged in the vision and process for whole school improvement
  - Focused on achieving the best possible outcomes for every child
  - Encouraged and supported in their professional development
2. To further improve the quality of teaching in order that all pupils attain at least in line with national and make above average progress in all curriculum areas.
3. To develop the pupils' growth mindset culture to:
  - Improve resilience and increase independence in their learning,
  - Remove the barriers of limitation on their ability to affect change in modern Britain and the wider world.



## Qualities Pupils would like to see in our Headteacher

We asked the school council, what they thought a new headteacher should be like:

"They need to be a bit strict but not too strict".

"They should be on the playground with us to help".

"A good singer (I think that's because I'm so awful)".

"Somebody who is really enthusiastic about the job".

"A caring and kind person".

"A loyal person".

"Somebody who could do clubs".

"Somebody who listens to us".

## Qualities Staff would like to see in our Headteacher

We asked the staff what they considered to be the most important strengths of their new leader:

“Child focused rather than data focused”.

“A headteacher who enacts the values and ethos of our school in their day to day”

“A professional approach to confidentiality gives staff confidence that their interests are respected”.

“Reflective, considered approach before action”.

“Quality worship times to bring the school together in love”.

“Experienced at teaching all Key Stages and running a Pre-School”.

“Willing to join in with extra curricular activities – like Global Rock”.

“Has creative solutions to budgetary constraints”.

# **Headteacher St Mary's Catholic Primary School**

## **Job Description**

### **Introduction**

The Headteacher is employed by the Governing Body and is required to carry out his/her professional duties in accordance with the Schools Trust Deed, the Instrument of Government, Canon Law and the teachings of the Catholic Church and within the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment Legislations. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The National Standards of Excellence for Headteachers (2015) document is referenced in the Person Specification.

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

The Job Description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

### **Core Purpose**

The core purpose of the Headteacher is to provide professional leadership and management for the School, rooted firmly in the Mission of the Church. This will provide a secure foundation from which all pupils achieve high standards and develop all aspects of their education; the religious, the spiritual, the moral as well as the academic. The Headteacher ensures effective collaboration between the schools of St Mary's and St Thomas of Canterbury is efficiently maintained and developed to preserve the strengths and opportunities afforded by the Federation. They are required to promote a culture that upholds excellence, equality and high expectations for all pupils, staff and volunteers.

The Headteacher must ensure that the School promotes and safeguards the welfare of all children, enabling every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being;

The Headteacher ensures the School meets all statutory requirements;

## **Areas of Responsibility**

### **1. Shaping the Future**

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 areas of work.

In partnership with the Governing Body the Headteacher:

- Articulates a clear vision for the School, which reflects the School's distinctive Catholic character;
- Establishes and implements a strategic plan, rooted firmly in the Mission of the Church, which ensures pupils achieve high standards and develop in all aspects of their education.



- Shares the strategic vision with pupils, staff and parents and enables them to participate fully in the School's Mission;
- Maintains and develops a distinctively Catholic ethos which permeates all aspects of School life;
- Establishes a programme of worship and liturgy in accordance with the rites and practices of the Catholic Church;
- Monitors and evaluates the effectiveness of the School in realising its Mission as a Catholic School.

## **2. Leading learning and teaching**

The Headteacher effectively manages high quality teaching and learning by;

- Establishing a Catholic learning community within which each individual pupil is enabled to achieve his/her potential through the use of personalised learning;
- Establishing a School environment with high standards of pupil behaviour which supports effective teaching and learning, spiritual and moral growth and personal development;
- Developing partnerships with parents to support pupils' learning and achievement;
- Determining, organising and implementing a broad and balanced curriculum with equality of access, within the context of the National Curriculum and the Catholic School;
- Ensuring that Religious Education, Spiritual, Personal, Social and Health Education and Citizenship Education are in accordance with the teachings and doctrine of the Catholic Church;
- Establishing appropriate schemes of assessment to track pupil progress;
- Establishing effective systems for monitoring and evaluating the curriculum and its assessment.
- Establishing effective systems for monitoring and evaluating teaching and learning.

## **3. Developing self and working with others**

The Headteacher enables staff to develop their potential and achieve high standards by;

- Actively continuing his/her own professional development so as to be well equipped to deal with the increasingly complex roles of leadership within the School community;
- Ensuring all new staff are successfully inducted into the School and are able to develop sound understanding of the nature and purpose of the School as a Catholic community;
- Providing staff with a role model for continuing professional development;
- Building professional relationships with all staff by encouraging CPD individually and within the staff team, to enable best practice;
- Implementing effective systems of performance management which will support staff development.

## **4. Leading and Managing the Organisation**

The Headteacher provides effective organisation and management in the best interests of the School community and implementation of its Catholic Mission by:

- Setting appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with the Governing Body;
- Taking a proactive, hands-on approach as required in managing all aspects of the school's operations;
- Ensuring best value in deployment and use of human, financial and material resources to secure quality education for all pupils;
- Managing accommodation to ensure that it meets the needs of pupils, the curriculum and Health and Safety Regulations;
- Working with Governors and senior colleagues to recruit, induct and develop high quality staff;
- Regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards
- Maintaining good procedures for an effective safeguarding culture.

## **5. Securing Accountability**

The Headteacher is accountable for the School and its work to a range of stakeholders, particularly pupils, parents, carers, the Diocese and the Local Authority, and is accountable legally and contractually to the Governing Body. He/she exercises this accountability by;

- Using School self-evaluation processes, both those of OFSTED and the Diocese, to report on the School's performance and development to those bodies, and to a variety of audiences, and to inform future School improvement planning;
- Providing information, advice and support to the Governing Body in meeting its responsibilities for the Catholic character of the School, effective teaching and learning, standards of achievement, efficiency and value for money;
- Keeping parents and pupils informed about the curriculum, attainment and progress and School improvement plans;
- Liaising, in the best interests of pupils, with support services and other agencies.

## **6. Strengthening Community**

The Headteacher ensures that the School engages with the Catholic community and the wider local community by;

- Establishing a strong working relationship with the local Catholic Parish(es) with celebration of the Eucharist at the heart of this relationship and the School's work;
- Developing an effective partnership with parents and carers, to support pupils development in all aspects of their School life;
- Celebrating the richness and diversity of the various communities which make up the School;
- Collaborating with our Federated School, other schools and organisations to share expertise and bring mutual benefits to all.

## Person Specification

Criterion	Essential	Desirable
The Catholic Dimension	<ul style="list-style-type: none"> <li>• A practising Catholic.</li> <li>• A sound understanding of the distinctive nature and purpose of a Catholic school.</li> <li>• A sound understanding of the leadership role of the Headteacher in the Catholic School community.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in the life of a Parish.</li> <li>• Experience of teaching in a Catholic school.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate level qualification including further study of Catholic education.</li> <li>• CCRS or its equivalent.</li> <li>• NPQH.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience as an effective senior leader in a primary school.</li> <li>• Being an effective classroom practitioner.</li> </ul>	<ul style="list-style-type: none"> <li>• To have led a variety of effective school-based initiatives.</li> <li>• Teaching experience in more than one school.</li> <li>• Experience of working in a cluster or Federation.</li> <li>• Taught in a school with pre-school provision.</li> </ul>
Shaping the Future	<ul style="list-style-type: none"> <li>• A clear vision of the modern Catholic primary school and the ability to communicate this with all members of the school community.</li> <li>• Ability to lead and motivate staff and pupils.</li> <li>• Collaborate with parents and carers in all areas of school life.</li> <li>• Knowledge of the key role of the Governing Body and the ability to work in partnership with Governors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a cluster or MAT.</li> </ul>

Criterion	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"> <li>• Understanding of the requirements of the religious education curriculum in Catholic schools and its assessment.</li> <li>• Secure understanding of the requirements of the National Curriculum and its assessment.</li> <li>• Knowledge of a wide range of current teaching and learning strategies successful in meeting the needs of pupils.</li> <li>• Knowledge and understanding of current methods of primary assessment and how it can be used to inform future learning.</li> <li>• Proven track record of monitoring and evaluating the quality of teaching and learning to improve outcomes for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Religious Education in a Catholic primary school</li> <li>• Experience of being part of an improvement journey towards securing good and better teaching and learning.</li> </ul>
Developing Self and Working with Others	<ul style="list-style-type: none"> <li>• Evidence of continuing personal professional development in leadership, management and teaching and learning.</li> <li>• Experience of performance management to support and challenge staff.</li> <li>• Ability to set clear expectations and lead by example.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal professional development in the leadership and management of a Catholic School.</li> <li>• Experience of organising or leading professional development sessions.</li> </ul>
Leading & Managing the Organisation	<ul style="list-style-type: none"> <li>• Experience of managing change and motivating staff to effect school improvement.</li> <li>• Experience of leading and developing staff teams.</li> <li>• Ability to delegate to teams and individuals.</li> <li>• Understanding of recruitment, appointment and induction procedures.</li> <li>• Understanding of the uses of ICT as a management tool.</li> <li>• Knowledge of budget planning, implementation and monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Governors to help fulfil their responsibilities.</li> <li>• Successful experience in recruitment, appointment and induction of staff in a Catholic School.</li> </ul>

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
Securing Accountability	<ul style="list-style-type: none"> <li>• Understanding of safeguarding procedures and ability to promote and safeguard the welfare of pupils.</li> <li>• Experience of using accurate self-evaluation and performance management to inform strategic school improvement.</li> <li>• Ability to communicate effectively verbally and in writing to a range of audiences, to provide clear information accounting for the School's performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of presenting reports to Governors and working with them to communicate with stakeholders.</li> <li>• Understanding the criteria for evaluation of all aspects of the Catholic School.</li> </ul>
Strengthening Community	<ul style="list-style-type: none"> <li>• Understanding of the School's role in the Parish, the local community and the wider Diocesan community.</li> <li>• Experience of working with other schools and other agencies.</li> <li>• Understanding the contribution the Catholic school can make to prepare children for life in modern Britain by instilling the importance of British Values.</li> </ul>	

Your application statement should refer to your experiences, achievements and skills in relation to the person specification.

In addition, the governors have reviewed the National Standards of Excellence for Headteachers (2015) and ask candidates to give consideration in their statement to the standards extracted from the document highlighted below. These standards are considered to be important and relevant to the post.

### **1. Qualities and Knowledge**

- Demonstrate optimistic personal behavior, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



## **2. 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.
- 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 wellbeing.

## **3. Systems and Process**

- 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.
- 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.
- 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.

## **4. The Self-Improving School System**

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.



## **Pay & Conditions**

The salary will be in accordance with the pay range for Headteachers in the “School Teachers’ Pay and Conditions” document for a Group 2 school, which for St Mary’s has been set as L12-L18 although for the right candidate this range is negotiable. A relocation package may be offered to candidates interested in moving to the Isle of Wight to take up this position.

## **Salary Range**

ISR £51,639 -£59,857

Candidates are required to disclose any relationship to any member of the governing body or staff at the school.

## **Safer Recruitment**

St Mary’s Catholic Primary School and Portsmouth Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. References will be taken up prior to interview.

## **Data Protection**

You should be aware that the information you provide will be stored on the school’s secure database and will only be used to process your application. It will not be passed to any organisation.



## How to apply

Applications must be made on the Catholic Education Service (CES) Senior Leaders Application Form, which should be returned by 9am on 22nd January 2018.

On the application form you must include a supporting statement. Please do not restate the factual details already included elsewhere on the application form. Your statement should be no more than 1,300 words and in it you should:

- Outline the personal qualities and experiences which, you believe have prepared you for this position.
- Describe the skills and strengths you will bring to St Mary's with reference to the criteria in the person specification and National Standards for Excellence, using the headings outlined.
- Identify your impact on outcomes for children wherever possible.

Applications together with the CES Rehabilitation of Offenders Disclosure Form should be sent to the attention of –

**Mrs Carla Bradshaw, Business Manager:**

by email to [sbm@stmaryspri.co.uk](mailto:sbm@stmaryspri.co.uk)

or if necessary by post to:

**St Mary's Primary School, Ampthill Road, Ryde, Isle of Wight, PO33 1LJ.**

## School Visits

The Governing Body encourages all prospective candidates to arrange a visit to our School before applying. Visits can be arranged with our Interim Headteacher by contacting the school office on 01983 562000.

## Appointment process

Dates for Visiting School	By appointment
Closing Date for Applications	22 January 2018 at 09:00
Shortlisting	22 January 2018
Interview Day	5/6 February 2018
Start Date	April 2018 (negotiable)

## Where We Are

