Brother Sister Let Me Serve You



St Francis Catholic Primary School

Headteacher Candidate Information

Catholic Archdiocese of Southwark

St Francis Catholic Primary School
Mission Statement

St Francis Catholic Primary School exists to help the parents of this area to bring up their children in the Catholic Faith in the context of a good education. It is central to our mission that every child matters as a unique gift from God. As a Christian community we aim to develop the whole child within an ethos of faith, love, care and respect.

Our mission is to provide high quality:

- Catholic teaching and learning
- Catholic worship
- Education delivered by inspirational staff
- Opportunities that encourage all to become independent and responsible

The school is commissioned to do this by the Trustees of the Catholic Archdiocese of Southwark in the parish of Peckham in partnership with the Local Authority, Southwark.

Dear Prospective Headteacher,

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

St Francis 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 and achievement in all areas, providing a friendly and inclusive environment, with a strong pastoral care system.

St. Francis Catholic Primary School is a two form entry primary school. The new building was built in 1970 on a site adjacent to the original St Francis School, which was a four storey Victorian building. The school is set in pleasant grounds which consist of gardens, which includes a "Peace Garden", where pupils and staff can relax, reflect and pray, as well as three playgrounds - KS2, KS1 & Nursery.

Some of our pupils at St. Francis are members of the parish of Our Lady of Sorrows, Peckham. Most children are Catholic and have one or both parents supporting their faith. We have a number of Christian children from other denominations and a small number from other faiths.

We are a popular choice for parents because of our caring ethos. St Francis Catholic Primary School exists to help the parents of this area to bring up their children in the Catholic Faith in the context of a good education. It is central to our mission that every child matters as a unique gift from God.

The school was last inspected in December 2012 and was judged to be "Good" by Ofsted.

The governors believe that to secure the future success of the school, we need to appoint a practising Catholic Headteacher who will build on the current good practice being implemented by our Co- Headteachers, Carol Molloy and Ros Atkinson.

The new Headteacher should bring fresh ideas and enthusiasm to drive school improvement and rapid progress opportunities for the pupils.

Southwark School Improvement team provides School Improvement support for St Francis and has a good working relationship with our school.

You will be expected to visit our school, where you will receive a warm welcome from the staff, pupils and Headteachers.

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

Yours faithfully

Alan Carter
Chair of Governors

Responsible to:

The Governing Body, the Headteacher is required to carry out professional duties as detailed in this job description, in Canon Law, the Trust Deed and Instrument of Government for the school and where applicable those set out in the current School Teachers' Pay and Conditions document.

Specific responsibilities

Shaping the future

The strategic direction and development of the school stems from the education mission of the Church which is reflected in the school's mission statement, the school's development and improvement plan and all policies and procedures.

- Work with the Diocese, parishes and others to create a shared culture and positive climate that reflects the mission of the Church in education.
- Ensure the shared vision for the school is clearly articulated, understood and effectively acted upon by all and demonstrated in everyday work and practice.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Motivate and works with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large and the Church in education.

Principal responsibilities

The Headteacher will be responsible for the internal organisation, management and control of the school. This includes the national extended schools agenda in accordance with safeguarding legislation, the current School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of Southwark Local Authority. The Headteacher, working with the Governing Body, senior leadership team and school staff, will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

This job description should be read in conjunction with the National Conditions of Employment for Headteachers.

Leading learning and teaching

In a Catholic school the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

- Develop, in consultation with the Governing Body, curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special educational needs, provides for the spiritual, moral, cultural, social and emotional development of all pupils.
- Implement strategies which secure high standards of behaviour and attendance.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching including the use of new and changing technology to enhance and extend the learning experience of all pupils and staff.
- Determine, organise and implement a diverse, flexible curriculum and implements an effective assessment framework.
- Ensure a consistent and continuous school- wide focus on pupils' achievements, using data and benchmarks to monitor progress in every child's learning.
- Monitor, evaluate and review classroom practice and promotes improvement strategies.
- Challenge underperformance at all levels and ensures effective corrective action and follow up.
- Ensure a culture of challenge and support, where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.







- Implement Diocesan policies on religious education, sex and relationship education and worship.

Leading and managing staff

In a Catholic school the role of the Headteacher is one of leadership of a learning community routed in faith. Christ is the inspiration for the Headteacher's leadership. The Headteacher's management of staff should demonstrate an awareness of their unique contributions as individuals valued and loved by God.

- Assist the Governing Body in determining the staffing structure for the school.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review with regard to Diocesan guidance and advice.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a realistic culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Regularly reflect on and review own practice, set personal targets and take responsibility for own personal development.

Securing accountability

The Headteacher supports the Governing Body in fulfilling its responsibility under Canon Law to the Diocese and in accordance with English Law.

- Fulfil commitments arising from contractual accountability to the Governing Body, including attendance at Governing Body meetings and reporting as required and assisting in its work as needed.
- Develop and maintain positive relationships with parishes, the wider Catholic community, other Catholic schools and other schools in the area and the Local Authority.
- Recognise the authority of the Archbishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require.
- Develop a Catholic ethos which enables everyone to work collaboratively, share knowledge and understanding, respect one another, celebrate success and accept and share responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
  Develop and present a coherent, and accurate account of the school's performance to a range of audiences including governors, parents and carers, the Diocese and the local authority.
- Reflect on personal contribution to school achievements, takes account of feedback from others and provides opportunities for parents and carers to have dialogue and meetings with staff in the school to support their children's learning.

Strengthening community

The Headteacher shares responsibility for the mission of the school and wider Diocesan education system and is therefore called to work in collaboration with others.

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities and is rooted in the Catholic Christian Faith.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

- Ensure learning experiences for pupils are linked into and integrated with the wider community and liaises, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations.
- Collaborate with other agencies; clergy, religious, diocesan officers, colleagues, Headteachers of other schools and agencies set up by the Catholic Bishops' Conference of England and Wales in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective, sensitive, partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite families, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools.
- Promote and develop the good reputation of the school within the local and wider communities.
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Safeguarding

- Co-operate and work with relevant agencies to establish and maintain rigorous systems to protect children.
- Responsible for ensuring the welfare, health and well-being of all children and young people. Create a vigilant organisational culture which monitors and prioritises the safeguarding of children and young people above all considerations

Promoting equality and diversity

To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organization. To promote and participate in the council's work to eliminate discrimination, advance equality of opportunity and faster good relations between our diverse communities.

Safer recruitment

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.





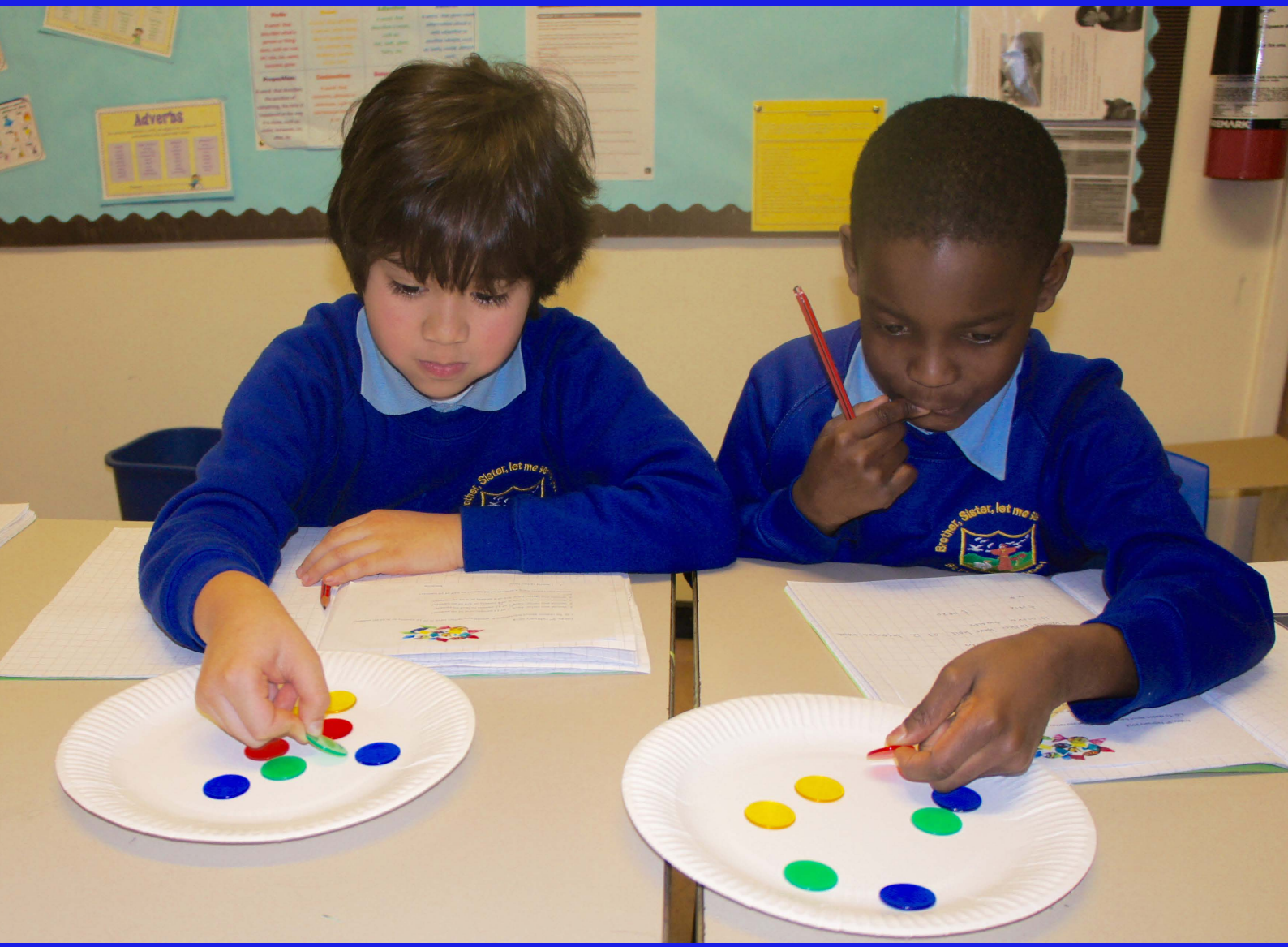


Personal Specification

The Governors wish to appoint an inspirational and highly principled individual who will have the following strongly held beliefs and attributes:

	Essential Criteria	Desirable Criteria
Catholicity		
1	A committed and practising Catholic, who understands the distinctive nature of a Catholic school and is an active participant in Parish and Catholic community life	
2	A vision for our Catholic and the ability to lead by example to strengthen the faith commitment and worship in the school and the wider community	
Qualifications		
3	Degree-level qualification, or equivalent and QTS	NPQH accreditation.
4	Evidence of recent and relevant continuing professional development in school leadership/management	Catholic Certificate in Religious Studies, or equivalent.
		Up-to-date safer recruitment and safeguarding training
Experience		
5	Experience of being a member of SLT	
6	Extensive experience of working across all key stages of primary education, including the EYFS.	
7	Knowledge and experience of successful financial/resource management, including effective deployment of pupil premium funding.	
8	Experience of developing and strengthening the home-school partnership and securing the active participation of families in pupils' learning.	
9	Successful experience of managing change, encouraging innovation and meeting challenges successfully as a member of SLT.	
Knowledge & Skills		
10	Outstanding classroom practitioner with a deep understanding of high quality teaching and learning and to how motivate all children to achieve their full potential.	
11	In-depth knowledge and understanding of current educational priorities and Ofsted expectations and how they apply to the primary school.	Experience of an Ofsted inspection at a senior level.
12	Ability to foster and maintain successful working relationships with all stakeholders, involving them in the school's development and translating vision into practice.	
13	Ability to build, motivate and lead effective teams which respect contributions, listen, reflect and feed back to secure the best possible outcomes for pupils and staff.	
14	Ability to interpret, analyse and use a wide range of data and information effectively to drive school improvement.	
15	Ability to develop and implement a creative and relevant curriculum that engages and excites pupils, extends and enriches their experience and leads to excellent progress and outcomes.	
16	A good understanding of equal opportunities and inclusion across all aspects of school life and the ability to promote the health, safety and welfare of all pupils and staff.	
Personal Qualities		
17	Enthusiasm and love of learning that enables you to lead the school with drive and passion.	
18	Excellent communication, listening and negotiating skills for a range of purposes and audiences.	
19	Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances.	
20	High expectations of self and others.	
21	The ability to lead and manage with flair, tenacity and a sense of humour.	

Closing Date: 16th March 2018 at 2pm



St Francis Catholic Primary School
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