



Children
The Centre of our Lives
The Future of our Faith
The Heart of your Career



St Mary Magdalene Catholic Primary School

Headteacher Recruitment Application Pack

Diocese of Arundel and Brighton

St. Mary Magdalene Catholic Primary School,
Hastings Road, Bexhill-on-Sea, East Sussex, TN40 2ND

Website: www.stmarymags.co.uk

Email: office@stmarymagsbex.e-sussex.sch.uk

Telephone: +44 (0) 1424 735810



Our school is an oversubscribed one form entry school with a current roll of 248 and a multi-cultural intake mainly from Bexhill-on-Sea. We have an independent nursery on site and the school has a Before and After School Club. Our children are enthusiastic, well behaved, positive and proud of their school. Please visit our website: www.stmarymags.co.uk for further information about our wonderful school.

We have a vibrant curriculum in school supported by exciting activities outside including football, cricket and music. We believe that excellent education is central to transforming lives. The Governors and staff are committed to excellence in learning and to the progress of all pupils through exciting and stimulating teaching, underpinned by strong Catholic values and ethos. We are looking for a new Headteacher who will bring new ideas and energy to the curriculum and demonstrate a clear understanding of the components of excellence in teaching and leadership.

The last Ofsted rating in January 2016 was Good and our section 48 judgment in March 2016 was Outstanding. Building on this, with experienced and supportive Governors and hard-working staff, we want to move forward towards Outstanding with a dynamic, focussed Headteacher who has the personal skills and ability to lead, motivate and inspire those around them.

The ideal candidate will:

- Be a first class teacher
- Have had previous successful experience in a senior leadership role
- Understand exactly what 'Outstanding' looks like (and how to achieve it)
- Have the personality, the drive and the skills to motivate and inspire
- Be committed to the ethos and purpose of Catholic education

Our school is strong and stable with a fully staffed teaching team and support staff with a well-managed budget. You will be supported by a full Governing Body (which has no vacancies) and by the Arundel and Brighton Diocesan education service together with a personalised CPD programme.

Our school works closely and collaboratively with other schools in the area both to share our best practice and to learn from the experience of others. We are comfortable with our presence in the community and our close relations with the Parish. It is hoped that those interested in this position can visit the school and see for themselves the exciting opportunities that this post will provide.



Application Process

School Visits

We warmly welcome you to our school for a visit. Please contact Laura Neal, our School Business Manager, to arrange a suitable date.

Telephone: +44 (0) 1424 735812

Email: finance@stmarymagsbex.e-sussex.sch.uk

Applications

All applications should be submitted by 5.00pm on 4th June 2018. All applications must be made using the CES Senior Leadership Application form which is attached with this pack. Please refer to the guidance notes also included in this pack. This can also be downloaded from www.catholiceducation.org.uk/applicationforms.

Your covering letter to accompany your application should be no more than two pages of A4 when typed. Please send it along with your completed application form to:

Email: leadership.recruitment@eastsussex.gov.uk

Shortlisted Candidates

Shortlisting will take place on 5th June 2018, after which shortlisted candidates will be contacted and invited to an interview scheduled for 15th June 2018. The letter will outline the interview process.

References

References, one from your Parish Priest, a second from your Chair of Governors or Headteacher, and a third from your Local Authority may be sought as soon as your application is received.

Safeguarding

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. Offers of employment are subject to applicants undertaking an enhanced Disclosure and Barring Service check.

The post of Headteacher is directly concerned with the management of early or later years provision; therefore the post is covered by the Childcare Disqualification Regulations 2009. Thus, the successful candidate will be required to complete a Childcare Disqualification Form.



Information about Bexhill

Bexhill has a population of 41,000 - large enough for all the facilities and conveniences that you would expect. However unlike larger urban areas, it offers the freedom that comes from being uncluttered and spacious. Safe, friendly with excellent air quality and low crime... this is the place for you and your family. Local secondary schools are very highly regarded - St Richards Catholic College is 'Outstanding', Bexhill Academy is 'Good', and the newly-built Bexhill 6th form College provides vast choices and opportunities.



Bexhill - the home of British motor racing and the first modernist building in the country. The De La Warr Pavilion is a marvellous venue for concerts (Bob Marley made his first UK appearance here) and nationally acclaimed art exhibitions, including Andy Warhol. Events in May and June include the Royal Philharmonic Orchestra, Rufus Wainwright, Jo Brand and a full choral rendition of Brahms Requiem - SOMETHING FOR EVERYONE!

Walk along the sea front for miles and miles... in fact, to Hastings! A clean safe environment for the family to enjoy beside the sea. Thought of sea fishing, rowing or sailing? All clubs are happy to give tuition and all the help you need. With two golf clubs, an indoor swimming pool and modern sports centre full of equipment and fitness classes, there is plenty for you to enjoy in Bexhill.



Egerton Park has everything for a family afternoon in the fresh air: extensive play equipment, space for walks and ball games. You can even hire a tennis court. With easy access to Hastings and a vast array of festivals and events in the Rother District area, visit www.1066.com for an indication of what awaits you!



Headteacher Job Specification

The Headteacher is an employee of the Governing Body and accountable to them for the professional standards, pupil performance and management of St Mary Magdalene School, Bexhill. They will provide professional Catholic leadership, vision and leadership for the school and to carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.

In order to meet those expectations you will:

Maintain and enhance the school's values by:

- Communicate with pupils, parents, staff and governors a compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Holding and articulating clear values and moral purpose based on the teachings of the Catholic church.
- Lead by example to demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and parents, governors and members of the local community.
- 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.

Manage the school by:

- Ensuring school systems and processes are considered, efficient and value for money.
- Being responsible for the leadership, internal organisation and staff management of the school by working in a collaborative and consultative style with staff, parents and governors.
- Exercising 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.

Work with our community by:

- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in children's lives and to promote the value of education.
- Working in partnership with the Parish and Governing board to promote catholic education in Bexhill.
- Create an outward-facing school which works with others in a climate of mutual challenge to share best practice within and between schools.

**Establish high expectations and accountability by:**

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Demand ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice by establishing a 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 deliver its functions effectively - in particular, its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

Develop professional practice and expertise:

- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Sustained professional development for all staff.
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.

Other

Undertake any other duties as may be reasonably expected.

Accountable for:

Leadership of all teaching and support staff, with specific performance management responsibility for members of the senior leadership team.

Accountable to:

The Governing Body, Arundel and Brighton Diocese and East Sussex County Council.

The job description may be amended at any time following discussions between the Headteacher and the Governing Body and will be reviewed annually as part of the Headteacher's performance review.



Headteacher Personal Specification

Qualifications

- Qualified Teacher Status with an honours degree

Experience

- At least 3 years recent experience as a senior leader / Head of School / Deputy Headteacher in a Catholic Primary School
- Substantial and successful teaching experience at more than one primary school in at least two of the three key stages in primary education
- A record of sustained progress in raising standards in teaching and learning by leading in one or more subject areas

Skills, qualities and abilities

- The energy, commitment and confidence to lead school improvement and raise achievement for all pupils
- Personal skills and temperament to build positive relationships with staff teams and all who are connected with the school
- Ability to remain positive under pressure with organisational skills to prioritise, make decisions and manage time effectively

Faith Commitment

- Is a practising and committed Catholic, involved in the life of the Church at Parish levels with a secure understanding of the distinctive nature of Catholic school and Catholic education

Professional Development

- Evidence of personal professional development related to school leadership and the curriculum and in developing Catholic ethos and mission in religious education, e.g. CCRS

Strategic Leadership

- Understand what constitutes quality in primary school education and how that translates to strategies and action that improves standards and achievement for all pupils
- Inspire and motivate staff, pupils and Governors with a clear vision of catholic primary education which everyone understands
- Think strategically to focus and deliver on key priorities by analysing data to develop strategic plans, set targets and evaluate progress in school improvement
- Has an understanding of the impact of financial management on the strategic and operational needs of the school



Teaching and Learning

- Understand in detail OFSTED requirements and how SATS and other data are used to focus teaching to improve standards and inform the next stage of learning
- Confidence to insist on ambitious standards with challenging goals and targets for all pupils, to meet their personalised learning needs
- Understanding of the characteristics of an effective learning environment and the key aspects of behaviour management
- A secure understanding of the requirements of the National Curriculum and the statutory requirements relating to it and to assessment
- A record of sustained progress in raising standards of teaching and learning

Leading and managing staff

- Demonstrate from previous experience a capacity to lead and manage a staff team which impacts on school improvement and holds them to account for their professional conduct and practice
- Apply principles and practice of distributive leadership & accountability throughout the school by enabling teams and individual colleagues to hold each other to account for their decisions and actions
- Manage the performance of staff including challenging and addressing poor performance and to support staff to improve.
- Promote an ethos where all staff are motivated and supported to develop their own skills, subject knowledge and continuing professional development (CPD) References

Accountability

- Work with the governing body to set school strategy and enable them to hold the headteacher to account for pupil progress and financial performance
- Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic character
- Understand and implement national legal and practice requirements in education including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment legislation and multi-agency working

Safeguarding

- Experience and understanding of the essential role of safeguarding and child protection procedures and their use in education to promote the welfare of children
- A secure understanding about forming and maintaining appropriate relationships and personal boundaries with children

Other

- A positive reference from the parish priest is required together with professional references