**Mission Statement – ‘Joy – Excellence – Service’**

We aim to offer an excellent, Christ-centred education to all children, which inspires and engages them to reach their full potential in all areas. To achieve this aim we treat every child as an individual and work in partnership with parents and the parish community.

Dear Applicant,

**Headteacher Vacancy**

Thank you very much for your interest in the post of Headteacher at our successful and popular Catholic school. Following the resignation of our Headteacher this vacancy provides an excellent opportunity for a committed and inspirational candidate to build on current high standards, but also to bring a fresh perspective, implement change, raise standards and to progress the school’s journey from good to outstanding.

Our Lady of the Rosary is a happy and successful Catholic school achieving high standards. The consistently impressive performance at National KS1 and KS2 tests confirm the high standards achieved by the children, and this gives them an excellent preparation for the next stage of their education.

Through the exciting and challenging curriculum, the ethos of the school is to concentrate on the education and development of the whole child. The pastoral care makes this a happy and relaxed place where children thrive supported by dedicated staff. There are excellent facilities to develop happy, confident and respectful children who enjoy their time at school.

The Headteacher also has overall responsibility for the management of the Pre-School and After School club, both of which are an integral part of the service which the school provides to the local community.

By now I hope you will have visited our web site and seen our last Ofsted report which graded us as being "Good". In an environment of high standards, the challenge for the new Headteacher is to raise attainment yet further, while maintaining our caring, inclusive Catholic ethos and developing an integrated creative curriculum meeting the needs of all pupils and staff. She or he will of course, face the additional challenge of leading the school in the evaluation of the Diocese of Westminster’s strategy for moving its school into families of Catholic Academy Trust

The school maintains close links with our parish church and the local community and the new Headteacher will continue to foster and encourage these links which are essential for the development of the school.

We hope that this is a post that inspires you and will draw out the best in you, personally and professionally. The Governing body is seeking to appoint an inspirational leader to build on the success of our popular school, and who has a proven and successful record of leadership. If you feel that you have the qualities we are looking for in a Headteacher we strongly encourage you to visit us to experience the work that is being done.

This letter encloses a number of documents including the Person Specification, Job Description and CES Application Form. If you apply for the post, your personal statement must relate to the specification and be personalised to meet the priorities of our school.

Please also check that you have given details of your referees, one of whom should be your current or most recent employer and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. As a practising Catholic, you must provide referee details for your parish priest. CVs will not be accepted as applications.

The closing date for receipt of completed applications is 9am on Monday 25th March 2019.

Interviews will be held on Thursday 4th April 2019. .

Thank you for your interest in this position and we wish you every success with your application. To arrange a visit, please contact Marie Gray, our School Business Manager She can be contacted by telephone on 01784 453539 or by email at admin@ourlady.surrey.sch.uk.

Please return completed applications marked 'Confidential' for the attention of the Chair of Governors or email to admin@ourlady.surrey.sch.uk

Yours sincerely,

**Howard Hughes**

**Chair of Governors**

*Please note*

*Our school is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check.*

**Enclosures:**

**Application form**

**Job Profile for Headteacher**

**Personal Specification for Headteacher**

**Monitoring form**

**Rehabilitation of Offenders Act 1974-Disclosure Form Supplementary information/notes**