



Cardinal Newman Catholic School

A Specialist Science College

"Together towards our Lord, through learning, love and faith"



Headteacher Candidate Brochure

School Prayer

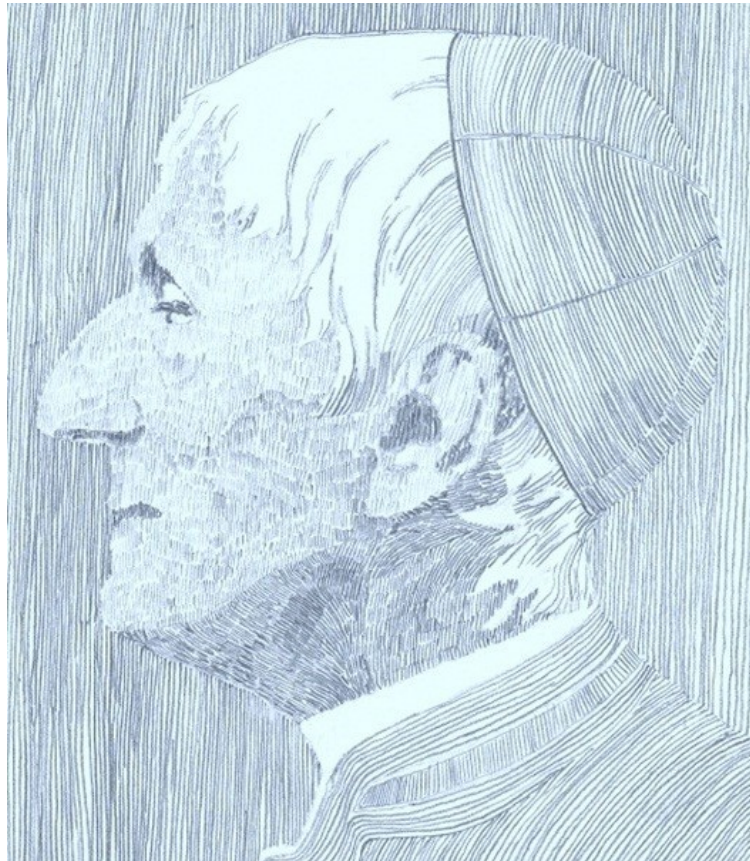
Guide us this day, Lord our Father, in your love, for this day is yours.

May we share the love we have for you with others, for all mankind is yours.

Help us with our work this day, for our work is yours.

May we love and respect ourselves, for we are yours.

Amen.



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Welcome Letter from Chair of Governors and Director

Dear applicant

Thank you for considering an application for the position of Headteacher at Cardinal Newman School. We are searching for a skilled leader who will understand the context and ethos of our school, with the knowledge and passion to build on our significant achievements and continue to raise standards.

Cardinal Newman is in its anniversary year and is celebrating 50 years of outstanding service to the Catholic community of Luton, Dunstable and Houghton Regis. It is rich with tradition and currently serves a community of nearly 1700 learners from year 7—13.

Cardinal Newman School is located on the rural fringe of Luton, backing onto the beautiful Warden Hill downs, a site of special scientific interest. It is one of the founding schools within the St Alban Catholic Academies Trust and is proud to be part of an all through pathway for many learners in Luton.

We are looking for a leader who has the inspiration to provide a safe, caring and calm learning environment where every person matters, where no child is left behind and where every child has an opportunity to succeed. We have a strong commitment to ensuring that the learner is at the heart of everything we do, recognising each is blessed with unique talents and is shaped in the image of Christ.

The school has a very committed Local Governing Body and a talented hardworking staff. As Governors, we are committed to providing the personal and professional support the successful candidate will need for this demanding and challenging role.

Candidates who are shortlisted will receive more information about the school in order to help them prepare for the interview stage.

The enclosed document explains the background and context of this post and provides an insight into the opportunities which it could offer the right candidate. If you feel you have the passion, drive and commitment to ensure that all learners achieve their full potential, we would be delighted to receive your application.

Yours sincerely

Mrs K M Sutton

Chair of Governors

Mrs M Chenery

Director



About the School

Organisation	Cardinal Newman Catholic School
Website URL	www.cardinalnewmanschool.net
Headteacher	Mr J Richardson
Type of School	Secondary
Year range	Y7-Y13
Location	Luton
Denomination	Catholic
Co-educational or single sex	Co-educational
Number on roll	Y7-11 1341 Inc. Y12-13 1621
Average class size	Y7-11 /25 Y12-13 /23
Attendance	94%
Date school established	1968
Number of teaching staff	102
Teacher turnover rate	14%
% of newly qualified teachers	4%
% of children on free school meals	Y7-11 /8.4% Y12-13 /7.9%
SEND % in the school	Y7-11 /11.2% Y12-13 /9.6%
% English as an additional language	Y7-11 /32% Y12-13 /31.7%





About the School

“Together towards our Lord, through learning, love and faith”

The Christian Faith is at the heart of our school. The school comes together regularly for prayer and worship. Our Chaplain provides a warm and loving welcome for all students helping them to grow into good people who know what it is to love and be loved.

Religious Education Lessons are part of the Core Curriculum and all students study R.E from Year 7 to Year 13. All Students take GCSE R.E. and a number of students regularly opt to continue this in the Sixth Form by taking the Philosophy and Ethics A 'Level. During their time at the school, all students will have several opportunities to take part in a day of reflection.

The needs of people throughout the world are never far from our thoughts. Every year the whole school undertakes a sponsored walk raising thousands of pounds for charities near and far. Students are encouraged to fund-raise throughout the year and to develop a sense of responsibility for their brothers and sisters in need.

Aim 1

To be a Catholic community recognised by our love of God and of our neighbour

Aim 2

To be a community of truth, reconciliation, justice and peace

Aim 3

To enjoy our learning by using our God-given talents to achieve our very best.

Aim 4

To value and respect ourselves and all others.

Aim 5

To help students grow into adults whose Christian faith inspires their lives.

Aim 6

To respond to the contribution, aspirations and needs of all staff.

Aim 7



About the Trust

ST ALBAN CATHOLIC ACADEMIES TRUST (SACAT)

Vision and Purpose

The St Alban Catholic Academies Trust (SACAT) consists of St Margaret of Scotland Catholic Primary School, St Martin de Porres Catholic Primary School, Cardinal Newman Catholic High School in Luton, Bedfordshire, St Vincent's Catholic Primary School in Houghton Regis and St Mary's Catholic Primary School in Dunstable. The Trust was formed in 2015 in order to formalise the work of the Partnership of Catholic Schools in Luton and Dunstable and strengthen the future of Catholic Education. We are committed to obtaining the very highest standards of achievement through excellent teaching and by focusing on the development of the whole child; spiritually, morally, socially and culturally as well as academically. Mission statement, expectations and standard.

'Working to achieve infinitely more than we can dream or imagine'

- Our Commitment to God: Our schools are entrusted to bring children closer to God, allowing each person to become more than they could ever dream or imagine: '...water seeds already planted knowing that they hold future promise' (Bishop Ken Untener).
- Our Commitment to High Standards: Our schools constantly strive for excellence in Catholic education driven by strong leadership. The constructive challenge and support of our partnership promotes schools of academic excellence where each child can achieve their very best: 'The glory of God is each person fully alive' (St Irenaeus).
- Our Commitment to Community: Our schools work closely with parents, parishes and the wider community fostering confident children who make a distinctive contribution to society: 'Let us protect with love all that God has given us.' (Pope Francis, Inauguration Homily, 2013).
- Our Commitment to Staff: Our schools value every member of staff, trusting and encouraging them to live a life of true vocation and service: 'Educating isn't a profession, but an attitude, a way of being ... you must go out of yourselves and be amidst the young ... standing beside them.' (Pope Francis, June 2013).
- Our schools retain their individual character and autonomy but the structure of the Trust ensures that the commitment for high standards and excellence extends to all pupils. It also allows for shared expertise in financial management, staff training, facilities management and high quality leadership.



About the Trust

Growth Strategy for SACAT

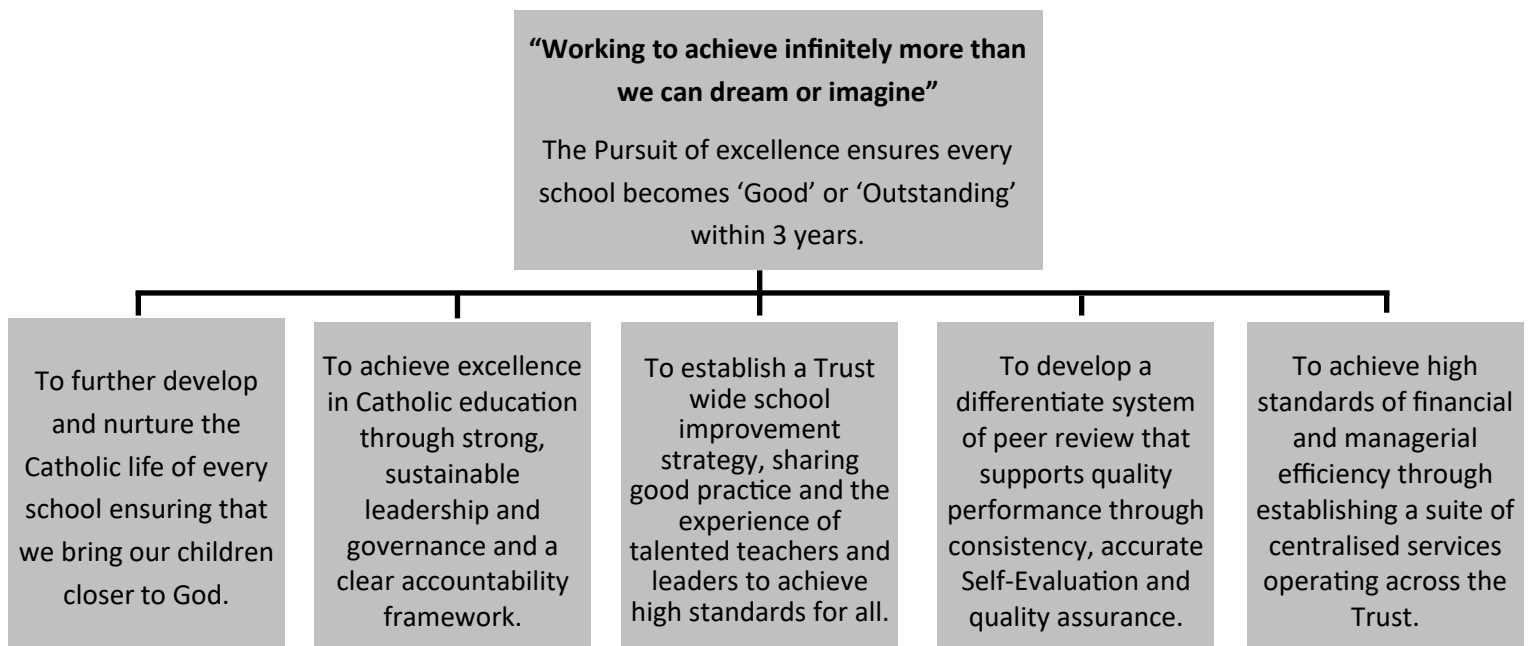
The strategy for growth of the Trust is based on a desire to build on the strengths of collaborative working in the current St Alban Catholic Partnership of schools and a commitment to providing high quality Catholic education from 3 to 19 years.

This invitation to join SACAT applies to schools within the Catholic Diocese of Northampton and currently extends to other schools of Luton, Dunstable and Houghton Regis.

As a Trust we ensure that:

- There is a high quality Professional Development programme across the Trust for staff at all levels.
- A first class School Improvement Team that works across the schools, including the development of Local and Specialist Leaders of Education.
- There is a commitment to maximising value for money through efficiency savings, joint procurement and some centralised administrative services as the Trust grows. This will help us to function efficiently in times of austerity.
- There is high quality governance focused on strategic direction, development of excellence in teaching and learning, decision making and accountability.
- We create exciting opportunities for pupils to network across the Trust.
- We provide the security of working closely together in collaboration while maintaining the autonomy of voluntary Catholic academies.

Strategic intents for the next 5 years



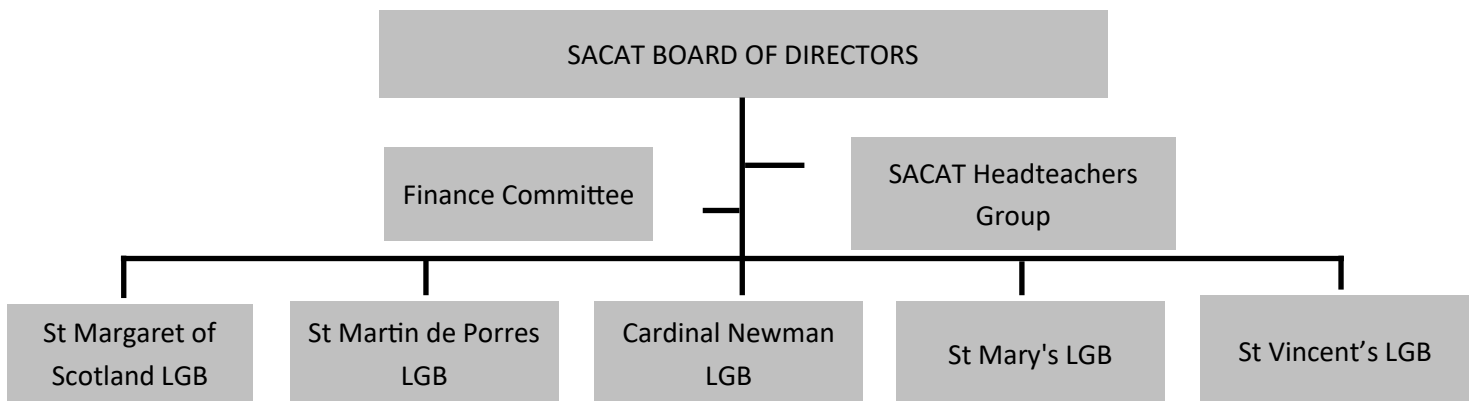
About the Trust

Duns Scotus Trust

DunsScotus Trust is the Trust established by the Bishop and Trustees of the Northampton Diocese to oversee the development of its Catholic Multi Academy Trusts. The Directors of each MAT report to the Duns Scotus Trust regularly through the Chair to develop the overall provision of Catholic education across the Diocese. Currently one third of the schools are members of MATs, and the vision of the Diocese is for all schools to become members of MATs within the foreseeable future.

Governance structure and arrangements

The Structure of the Trust:



The Board of Directors

The Directors empower the Local Governing Body (LGB) for each school to scrutinise, support and challenge the work of each school. They achieve this in three ways:

1. The Board oversees all areas of school operations that must be generic across the Trust (e.g. Pay, Appraisal, Financial regularity). They do this through the work of the Finance Committee which monitors and reports on school operations. This frees each Local Governing Body to look more closely at individual school performance. Each Headteacher, with the support of the Local Governing Body and approval of the Finance Committee, sets their own budget priorities and decides on the use of the school's Dedicated Schools Grant.
2. The Board of Directors supports, challenges and monitors the effectiveness of each Local Governing Body and so monitor their effectiveness. The Board of Directors commissions and receives executive summaries on school performance from each school over the course of the academic year to monitor performance. Many of these reports will be completed with the support of an independent external professional body / person to ensure that Representatives and Directors have a reliable overview of school performance (e.g. Aspire data analysis, SEND audit; H&S audit; CEIAG audit; Safeguarding audit). To facilitate easy analysis from school to school, the Trust will seek to adopt standardised reporting proformas wherever possible.

The Local Governing Body (LGB)

The LGB acts on behalf of the Trust to scrutinise the performance of their school. The work of the LGB is supported by Strategy training which takes place 5 times a year enabling Governors, Headteachers, and Directors to work together.

Job Description and Person Specification



“Together towards our Lord, through learning, love and faith”



Job Description

Job Title:	Headteacher, Cardinal Newman Catholic School
Location:	Luton, UK
Salary:	L35 –L41 (£92,135—£106,709)
Reporting to:	The CEO of St Alban Catholic Academies Trust (SACAT)
Accountable to:	The Board of Directors of St Alban Catholic Academies Trust (SACAT)
SACAT Vision and Ethos	<p>‘Working to achieve infinitely more than we can dream or imagine’</p> <p>We are committed to obtaining the very highest standards of achievement through excellent teaching and by focusing on the development of the whole child; spiritually, morally, socially and culturally as well as academically. The ethos of the Trust is fundamental to its whole philosophy of education and permeates all aspects of its approach, including the leadership, governance, curriculum and operation of its individual schools.</p>
Context	The Headteacher will be responsible for leading the school, in the further development of their strong Catholic Christian identity, high academic standards and delivering sound financial health.

The role of the Headteacher of Cardinal Newman Catholic School is an exciting opportunity for an experienced leader to make a real difference.

SACAT is the springboard for schools to improve, releasing new energy and facilitating new ways to develop the Catholic Christian distinctiveness at the heart of our curriculum. Excellence and the Catholic life of our schools are fundamental priorities for each school in the MAT. Our schools have a vital role in living out the Church’s mission in ways appropriate to an educational setting.

The successful candidate will report directly to the CEO and will have the support and the professional challenge that he or she needs to succeed.

Job Description

Main Purpose of the Role

The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education which realises the potential of all pupils.

Key Responsibilities

The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfE National Standards for Headteachers.

Catholic Purpose and Identity of the School

The Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. She/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular, in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community, other schools, the Trust and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

Leadership in Catholic Education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

As an employee of the Academy Trust, the Headteacher will play an active role in the promotion of school improvement activities across the Trust, responding to the needs of the Trust as determined by Trust leaders.





Job Description

Shaping the Future

To work with the Local Governing Body to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The 'preferred future', expressed in the strategic vision and development of the Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and the school improvement plan. The Headteacher, working with the Local Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

- To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision.
- To work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- To create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- To ensure that policies and practices take account of national, local and school data and inspection research findings.
- To develop and maintain the educational partnership currently existing between the school and parents, local governing body, schools within the local Catholic partnership cluster schools, the Diocesan Education Service, the Trust, the local community and other agencies including the health authority and social services.
- To ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

Job Description

Leading Learning and Teaching

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Local Governing Body, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

- To create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more able pupils.
- To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- To monitor and evaluate the curriculum provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience by all pupils.
- To maintain and develop curriculum continuity encouraging curriculum links through learning networks and schools within the Trust.





Job Description

Developing self and working with others

To establish effective relationships and communications, building a professional learning community that enables others to achieve.

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them. Headteachers should be committed to their own professional development.

- Give a clear lead to all staff in the development and the continuing of the school's Catholic identity.
- Support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- To create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement and development.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To manage own workload and that of others to allow for an appropriate work/life balance.



Job Description

Managing the Organisation

To provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment.

- Ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- To create an organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- To work with governors and senior colleagues to recruit, retain and deploy staff and appropriately managing their workload to achieve the vision and goals of the school.
- To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the local governing body.
- To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- To promote an attractive environment which stimulates learning and enhances the appearance of the school.
- To manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the school.

Securing Accountability

The Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community.

- Ensure that governors are welcomed into the school and invited to share in its Catholic life.
- To provide information, objective advice and support to the local governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- To create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the LA, Trust directors, the local community, OFSTED and others, to enable them to play their part effectively.
- To reflect on personal contribution to school achievement and take account of feedback from others.
- To ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them.

Job Description

Relationship with the other Schools and Agencies

The Headteacher has a significant contribution to make in the delivery of high quality Catholic education across the Diocese. To achieve this the Headteacher will be a part of a network of Catholic Headteachers who meet regularly throughout the year.

The Headteacher is required to work in partnership with the Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Local Authority/Trust where appropriate and other relevant organisations.

Cardinal Newman Catholic 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 Qualities and Attributes

- Highly effective and experienced Catholic leader, who inspires the respect and support of others and has an open and transparent leadership style.
- Active and demonstrable commitment to Catholic Education and collaborative working; exhibiting drive, innovation and integrity.
- Highly effective communicator, who can use his/her skills to draw out the best in others, stimulating support for change and responding appropriately to criticism or challenge.
- Excellent self-management, to include time management, working under pressure and working to deadlines
- Strong analytical and problem solving skills, with the ability to tactfully challenge assumptions and identify effective approaches to resolving difficulties.
- Commitment to their own personal, professional development and the further professional development of others in order to secure a highly skilled workforce and sustainable leadership for the Trust schools





Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Teaching Status. 	<ul style="list-style-type: none"> Degree or equivalent. CTC/CCRS or equivalent. Evidence of further professional study. Has or has been accepted for NPQH.
Faith Commitment	<ul style="list-style-type: none"> Well presented, well-structured application. Good interpersonal skills. 	<ul style="list-style-type: none"> Enthusiasm
Experience	<ul style="list-style-type: none"> Minimum of six years teaching experience. Experience of leadership in Secondary Education. Recent, demonstrable successful experience in a management role. Evidence of relevant professional development. Ability to lead initiatives within the school. 	<ul style="list-style-type: none"> Understanding of the Academy Trust sector. Teaching experience in a similar size school. Experience of collaboration with other schools and appropriate agencies. Experience of working with children from diverse backgrounds.
Communication/Liaison	<ul style="list-style-type: none"> Ability to liaise and work with outside agencies. Ability to influence and persuade. Ability to communicate clearly both orally and in writing with all stakeholders. Understanding of the role of Governors in a Trust School. Ability to promote the school to parents and other stakeholders. 	<ul style="list-style-type: none"> Understanding the role of Governors in a Trust School. Membership of a Local Governing Body.
Philosophy of Education	<ul style="list-style-type: none"> A clearly articulated understanding of the Catholic vision of education. Understanding of current educational developments/legislation. Committed to educating the whole child. Expectation of high individual achievement and development. Ability to lead and develop a whole school learning culture. Ability to develop the partnership between school, parish and community. 	



Person Specification

Leadership	<ul style="list-style-type: none"> • Clear expression of Christian leadership and management style. • Ability to provide a strategic vision. • Ability to motivate and effectively manage all staff. • Proven experience of successful team leadership. • Proven ability to deal with difficult situations. • Demonstrate a complete understanding of Safeguarding. Ability to assess risk 	<ul style="list-style-type: none"> • Experience of implementing national initiatives. • Evidence of leading and implementing effective CPD.
Management	<ul style="list-style-type: none"> • Minimum of four years as a Head, Deputy Head or Senior Manager. • Good interpersonal and communication skills. • Ability to manage human and material resources. • Ability to manage budgets. • Ability to solve problems and make decisions. • A clear understanding of the Headteacher's role in monitoring and managing performance. • Ability to lead effective self-evaluation. • Ability to meet statutory documentation requirement effectively. • ICT literate. 	<ul style="list-style-type: none"> • Experience of OFSTED at SMT level. • Experience of managing change.
Curriculum	<ul style="list-style-type: none"> • Knowledge of the Secondary curriculum. • Good understanding of curriculum planning, development and review to support high standards. • A coherent view of teaching, learning, standards and curriculum delivery including provision for individual development needs. • Ability to effectively monitor and evaluate to raise standards. • Ability to use and communicate data effectively to raise standards. 	<ul style="list-style-type: none"> • Experience of teaching across the Secondary age range.



How to Apply

Academicis

If you would like further information, a confidential conversation, or to arrange a school visit , please contact Syvonne Wilson at Academicis on:

Switchboard: 01223 907979

Mobile : 07500 889504

Email: swilson@academicis.co.uk

All applications are to be sent to Syvonne Wilson at Academicis no later than 12 noon Thursday 4th April 2019

Interview Days Tuesday 23rd & Wednesday 24th April 2019

We reserve the right to research applicants on social media platforms and the Internet, and the recruitment panel may take this information into consideration during the recruitment process.

Cardinal Newman Catholic School is committed to Equal Opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.