



Headteacher Information Pack St Mary's Catholic School



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1. Letter from our CEO, Mr Andrew Celano

Dear Prospective Candidate,

Thank you for your interest in this very important position within the St. Francis of Assisi Catholic Academy Trust. I very much hope that you will enjoy reading the information in this pack, and therefore be encouraged to apply.

St. Mary's is a genuinely unique school – it combines the very best features of Catholic education in order to produce: a distinctive, incredibly friendly, supportive and respectful atmosphere amongst and between students, staff and parents; a strong determination to provide the very best possible academic, personal and faith-life development for every member of our community; a school which is steeped in Gospel Values, uniting around the vision to deliver excellence for all through developing fully formed young people to become responsible, generous and caring members of society.

I hope you will come and visit us (details of how to do this are in section 6) in order to get a sense for yourself of just how special this school is. This recruitment process is deliberately designed to be unhurried and hence the application closing date is into the Summer Term in order to allow you time for such a visit.

It will be a blessed time to join as Headteacher at St. Mary's. You will be able to build on firm foundations: Our most recently published Academic performance figures show that the school has a strong tradition of Academic excellence, established over many years, and with standards rising significantly in the last decade from an already very high starting point. Our S48 inspection is published on our website and sums up the current spirit of our school perfectly: Students enjoy coming to a school in which there is a very strong Catholic ethos with a deep foundation and a strong sense of inclusion and belonging. Our school facilities have undergone a transformative £7 million refurbishment over the last 6 years, resulting in 7 new Science labs, new Maths, RE, MFL departments, a new DT block and workshops, a new reception area, dining rooms, school kitchen, student facilities, Sixth Form common room and study rooms to mention but a few improvements!

The financial future of the school is exceptionally strong, and the demand for places are at their highest point in our history. This year we received the highest ever number of first choice preferences, and whilst first choice applications sadly considerably outnumber the places we have the space to offer, we have expanded the school from 5FE to 6FE (and one 'bulge' of 7FE) to try and meet the unprecedented demand for our school.

The school is a founding member of the St. Francis of Assisi Catholic Academy Trust, educating almost 3,000 pupils aged 4 -18. The Trust opened this Academic Year and is formed of 7 Catholic Primaries together with St Mary's Catholic School as the Secondary School in the Deanery of the Lea Valley. The Trust has already undeniably strengthened our schools, and as Head at St. Mary's you will join a close-knit team of 8 Headteachers who meet regularly to ensure our Trust delivers the strategic educational advantages we have in mind for our Trust. The reason for this Headteacher opportunity is because of the success of that strategic vision - our Trust Directors have asked me to work as CEO full time with effect from 1st September 2022, and as such that means relinquishing my work as Headteacher after seven very happy years at the school. This is an exciting time for St. Mary's and our Trust as the new Headteacher will be expected and supported to bring their own vision to the school and to make their own mark.

If you are ready for the next challenge in your career and can see yourself joining our Catholic family as Headteacher, then we welcome your application.

Andrew Celano



Chief Executive Officer, St. Francis of Assisi Catholic Academy Trust

2. Letter from our Chair of Governors, Mr John McGuire

Dear Prospective Candidate,

Thank you for your interest in our school.

St. Mary's is a very special place to work, and I do hope you get a sense of that from this brochure. I also hope that I get a chance to meet you in our forthcoming interview process.

Mr Celano has led the school superbly for the last seven years, and has taken the school from strength to strength. Therefore it is an excellent time to lead our school as our new Headteacher, building on our considerable strengths. The Governing Body are supportive and realistic – we know that all schools face challenges emerging from the Pandemic. That said, at St. Mary's standards are high, and we all have high expectations. The school community is a strong, vibrant, and secure environment, including financially, educationally and most importantly in our Catholic Life. Our school is a very family-orientated community which knows and cares for all its members.

We are looking for a Headteacher who can build on these strengths, and bring their own vision to the role. If you feel you have the desire to work with a very supportive Governing Body, and believe that you can bring your own drive and determination to build on our current successes, then we sincerely want to hear from you.

On behalf of the Governing Body I welcome your interest.



Mr John McGuire
Chair of Governors, St Mary's Catholic School

3. Information about St Mary's Catholic School



Current Senior Staffing Structure for the School:

It is envisaged that after the recruitment process the school will revert to a standard 'Headteacher + 2 Deputy Heads' structure.

Acting Heads of School – Deirdre McHugh and Tom Johnston

Assistant Headteacher – Georgina Tatman

Assistant Headteacher – Craig Palmer

Assistant Headteacher – Catherine Wilkin

Assistant Headteacher – Lee Bradbury

Assistant Headteacher – Claire McGrath

Ethos

Our school is built upon an ambitious mission for each and every young person: to fulfil academic potential; to be fully developed in the personal, social and spiritual areas of life; to achieve excellence in every area of life; and to be underpinned by Gospel Values, enabling each person to value individuals and contribute positively to society. We work in partnership with parents and the wider community to ensure that this mission is accomplished in the lives of all our young people, and in so doing, enable those young people to live life to the full.

Catholic Life

St Mary's Catholic school has prayer as the heartbeat of the school. Developing and nurturing the spiritual life of each child is our mission and ensuring our young people grow to be examples of Gospel values in their words, actions and service. As a community we work collaboratively with our student and staff led Chaplaincy teams to deliver a wide variety and range of liturgy and prayer opportunities that are student led and student planned with our Chaplaincy team to ensure a reflective and spiritual experience for all.

Opportunities for spiritual growth and serving the Common Good are planned regularly throughout the academic year. Each student will experience an Advent Service at the end of the Autumn Term, a Lenten Service at the end of the Spring Term, Years 11 and 13 celebrate Leavers' Services in the Summer Term and Mass is celebrated for year groups in our local parish church. The experience of prayer is an integral part of Religious Education and school life with Mass being the key corner stone of our liturgical calendar.

Our annual Charity Week teaches students to lead and work together to raise awareness and funds for those less fortunate. Charities which we have a special affiliation to at the present time are Across, Caritas Ukraine and the Cardinal Hume Centre.



There are opportunities for Staff Prayer and Reflection weekly in staff briefing and INSET. Form tutors pray with their forms daily and our Chapel is available for use by all during the day and has form class meditations to enable students to experience a wide range of prayer and worship opportunities. We encourage our students to take an active role in the prayer life of the school as our young people grow in their faith to be ambassadors of the Gospel.

Curriculum Overview

Every member of the St. Mary's community expects to strive for academic excellence and spiritual growth; they do this with the knowledge that they will be nurtured as a young person, and an academic throughout their life at school.

At St. Mary's we achieve this through a carefully structured and enriched broad curriculum, that develops independent learning skills and fosters a love of life-long learning.

English, Mathematics, Science, RE and PE form the core of our Key Stage 3 and 4 programme; in addition, Key Stage 3 students can also study Art, D&T, Drama, Geography, History, Computing, Music and one Modern Foreign Language, from French, Spanish and Italian.

We operate a two year Key Stage 4. Students in Years 10 and 11 follow a blend of the core subjects studied in Key Stage 3, as well as choosing from a range of optional subjects. Wherever possible, in selecting which subjects to offer our students at Key Stage 4 and 5, we endeavour to recognise the aspirations of the students with a view to their progression into higher education and or employment after graduating from St Mary's.

Academically we ensure that all students are challenged and supported to achieve their very best; whether that is students with a particular flair or students with a specific need.

We have a wide ranging and carefully targeted intervention programme to ensure that all students are able to make the progress of which they are capable. Our academic tracking system allows teachers to monitor and improve each student's progress throughout the course of the year, with guidance taking place both inside and outside of the classroom. Parents receive regular feedback regarding their child's progress and we encourage a dialogue between staff and parents to ensure students are supported in school and at home.

Student Performance

Pastoral development and Academic Excellence go hand-in-hand at St. Mary's; while there were no public examinations in 2020 and 2021, Progress 8 scores are consistently strong and demonstrate the excellent progress that students at St. Mary's make. Attainment was also over half a grade per student higher than the national average.

We are committed to offering students the opportunity to continue their broad and challenging curriculum through to Key Stage 4. The Ebacc suite of qualifications (English, Maths, Science, History or Geography and a Language) is studied by over 75% of our students, with attainment in this qualification much higher than the national average.

The St. Mary's Sixth Form offers over 30 courses from traditional taught A Levels to more technical BTEC qualifications as well as enrichment opportunities such as the Extended Project Qualification or the Duke of Edinburgh Award. It is a successful Sixth Form with progress also highly celebrated where students regularly achieve places at excellent universities for either degree courses or degree apprenticeships. Over 90% of leavers will go on to higher education, including at Oxbridge and other Russell Group Universities.

Extra-Curricular and Personal Development

Our St Mary's Award evidences exceptional student participation by all pupil groups across the many opportunities we value as a Catholic Community. Students earn badges in recognition of their support of the Common Good, charity events, participation in inter-house events and clubs such as Indian and Japanese Culture clubs, Manga Club and Candle-making, alongside sports, drama, art and music. The Award also recognises excellent progress and attendance, alongside leadership, liturgies and library events.

Our PSHEE programme and Assemblies educate students in diversity and inclusion, mental health, relationships and sexuality, British values, keeping healthy and keeping safe.

Cultural Capital opportunities are embedded in all department schemes of learning, as are opportunities for students to read widely and often, broaden vocabulary, strengthen speaking communication and improve all aspects of literacy. All KS3 students use Accelerated Reader and some use Lexia. Books and Biscuits is our most popular club and our Harry Potter evening, World Book Day events and author visits supported students' evident enjoyment of reading.

Cultural Capital days for all students include History of Art, Women in Science, Saving the Environment, Mandarin and Calligraphy tasters, music recitals, a culturally diverse Fashion show and Shakespeare workshop. Feast Day supports students on their faith journey with music, meditation and memorable visits from inspirational speakers.

St Mary's won the 2022 Catenian Public Speaking Competition and students enjoy success at Science and Maths Challenges, Rotary Competitions, Art, National Theatre, Climate Change Competitions, Poetry recitation, Prayer writing and 125th Anniversary Prize Essay contests.



There are many opportunities for students to lead, and tutors encourage participation from all pupil groups. We prepare students for their next stages through careers week, interview practice, work experience and UCAS preparation sessions. Our most able students secure places at the very best universities.



4. Information about the St Francis of Assisi Catholic Academy Trust

The St Francis of Assisi Catholic Academy Trust family of 8 schools work together to deliver the very best Catholic education now, and for generations to come.



Formed in 2021, the St Francis of Assisi Catholic Academy Trust is a family of 8 schools within the Lea Valley Deanery.

Whilst each school retains its own distinctive ethos and mission, we share one overarching vision:

To deliver a Catholic education excelling in the academic, pastoral and spiritual life, and which produces fully flourishing pupils who are inspired by the charisma of St Francis

At the heart of our mission and purpose is the belief that every child has a right to educational excellence through high quality teaching and pastoral care.

Through our support for the spiritual, moral, social, cultural and physical development of each child, we will ensure their intellectual growth, progress and achievements meet their aspirations

As a new Trust, we take particular inspiration from the words of St Francis 'Start by doing what is necessary, then what is possible, and suddenly you are doing the impossible'.

Our two-year Trust Development Plan aims to:

1. Develop the highest quality Catholic Life in our Schools;
2. Deliver the highest quality of education;
3. Secure robust safeguarding, with excellent behaviour, attitudes, and personal development;
4. Deliver increasingly effective Trust and local leadership and management;
5. Secure sustainable finance across the Trust;
6. Run an efficient MAT administration to effectively serve all schools;
7. Deliver our MAT mission, establishing and creating the foundations for future growth.

5. Recruitment process



The St Francis of Assisi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the DBS.

For more information please find attached:

- Child Protection Policy
- Keeping children safe in education.

Equality and Diversity

St Mary's Catholic School values all its stakeholders, irrespective of gender, race or disability. It aims to live according to the values of Jesus Christ – to love thy neighbour as thyself. We see all learners, and their parents and carers, as of equal value. Our policies, procedures and activities must not discriminate and will take account of differences of life-experience, outlook and background.



6. Applications

Please see the Headteacher job description and person specification below.

Please complete the Application Form, CVs will not be accepted, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

Chair of Governors c/o Rebecca Faulkner
St Francis of Assisi Catholic Academy Trust
c/o St Mary's Catholic School
Bishop's Stortford
Herts
CM23 2NQ

Or by email to; r.faulkner@stfrancistrust.net

Application closing date: Monday 2nd May 2022, 9 a.m.

Interview Dates: Thursday 5th and Friday 6th May 2022

Tours are available on Thursday 21st April at 9 a.m. Please email r.faulkner@stfrancistrust.net to book your visit or, if this date is not convenient, please email to arrange an alternative time.

7. Job Description

HEADTEACHER – St Mary's Catholic School

Grade:	L24 – L39 £75,466 to £107,328
Responsible to:	Chief Executive Officer/ Local Governing Body
Main Purpose:	The core purpose of the Headteacher is to provide effective leadership and management for St Mary's Catholic School

The Headteacher will:

- Effectively manage teaching and learning at St Mary's Catholic School.
- Promote excellence, equality and high expectations for all pupils.
- Provide vision, leadership and direction to St Mary's Catholic School.
- Evaluate the school's performance, identify priorities for continuous improvement and provide strategic leadership to secure these.
- Deploy resources in an effective manner to support excellent outcomes.
- Develop positive relationships and engagement of the wider community, including local Bishop's Stortford schools, as well as liaising closely with the other Trust Academies.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils, including managing student behaviour.
- Work effectively with the CEO, Trust Executive Team, Senior Leadership Team, Directors and the St Mary's Catholic School Local Governing Body.

Main Responsibilities

Strategic Development and Leadership:

- Work with the Local Governing body and other relevant stakeholders to create a shared vision and strategic plan to develop St Mary's Catholic School in line with the Trust's core aims and values.
- Be responsible for the St Mary's Catholic School aspects of overall trust performance plan, using appropriate data to understand the strengths and weaknesses of the school.
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
- Analyse and plan for the future needs of St Mary's Catholic School.
- Maximise the educational opportunities arising from the unique context of the Academy and trust.
- Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the Academy and the overall trust.

Curriculum:

- Determine, implement and review a broad curriculum, ensuring its breadth, balance, relevance and effectiveness for all pupils.

Leading Learning and Teaching:

- Be responsible for ensuring the high quality of teaching and learning within a successful learning culture.
- Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom and/or lead teacher CPD, where necessary.
- Monitor and evaluate the quality of teaching and learning.
- Determine and implement any appropriate mechanisms to achieve continuous improvements in teaching and learning, thereby supporting improved pupil attainment and progress.

Staff Management:

- Develop effective relationships and communication which underpin a professional learning community that enables everyone who works at St Mary's Catholic School to achieve and thrive.
- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the school and trust.
- Alongside the HR service and other colleagues, actively participate in recruitment and selection and other staffing matters in relation to St Mary's Catholic School as appropriate.
- Give and receive effective feedback and act to improve personal performance.
- Grow and develop a highly effective senior team and cultivate leaders at all levels.

Managing Pupil Matters:

- Cultivate an environment which promotes equality, respect and diversity.
- Engage parents, carers and families to help children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.
- Ensure they and the staff listen, question and respond to what is being communicated by children, young people and those caring for them.
- Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.
- Develop and implement effective mechanisms to monitor and track pupil progress, continuously striving for improved pupil attainment and progress.
- Work successfully on a multi-agency basis.
- To be child protection trained.
- To oversee behaviour management systems, to monitor student conduct and liaise with the SLT and inform the CEO over serious student behaviour matters, in the (very rare) event of permanent exclusion/managed move.

Financial and Resource Management:

- To work effectively with the Trust's COO / CFO to manage the budget for the school.
- To work effectively with the Central Team senior leaders to manage St Mary's Catholic School resources effectively to best support the success of the school.

Community:

- Foster a culture of collaborative working both within the school and amongst the local community.
- Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking and reflecting on feedback.
- Develop our links with other schools in the area, particularly in our post-16 consortium, facilitating positive and mutually beneficial relationships.
- Recognise the role of St Mary's Catholic School to enhance the well-being of all children and develop services to meet the needs of the community.

Accountability:

- The Headteacher will be accountable to the CEO, Local Governing Body, Executive Team and the Trust Board.
- Lead the preparation for Ofsted inspections and be accountable for effective OFSTED preparation.
- To be accountable for student achievement and progress at KS3, 4 & 5.

Shaping the Future:

- Work within the Academy and parish communities to articulate and promote educational vision and values for the Academy that takes into account its Catholic mission, the values and experiences of the Academy, and the communities it serves.
- Lead this vision with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Ensure that strategic planning and procedures promote sustained school improvement.
- Motivate and lead to create a shared culture and a positive climate consistent with the agreed educational vision and values of the Academy.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

General Notes:

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher.
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

St Mary's 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. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

8. Person Specification

HEADTEACHER

The Governors and the Trust wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she meets all of the essential criteria listed below and at least some of the desirable criteria.

Key: A = Application Form L = Letter/Statement R = References I = Interview

1. Training and qualifications

Essential

- Practising Catholic. (R)
- Qualified Teacher Status. (A)
- Degree. (A)
- Serving or experience as Assistant/Deputy Headteacher. (A/L)

Desirable

- Professional development or training undertaken in preparation for senior leadership in a Catholic school. (A/L/R)
- Catholic Certificate of Religious Studies or equivalent. (A)
- NPQH or equivalent qualification (or working towards)

2. Experience of teaching and Educational Leadership

Essential

- Evidence of positive impact in both Pastoral and Academic matters at Senior Leader level. (A/L/R/I)
- Experience of evaluating teachers' performance in accordance with Ofsted framework. (A/L/R/I)
- Proven track record in school improvement (A/I)
- Other leadership and management experience, for example: (A/L/R/I)
 - a. Experience of successfully dealing with difficult staffing issues (A/I);
 - b. Experience of managing staff in a manner that empowers them and encourages continuous professional development (A/I);
 - c. Experience in team leadership (A/I);
 - d. Experience in curriculum planning and school development, including pastoral development (A/I);
 - e. Experience in working with external agencies (A/I);
 - f. Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting (A/I);
 - g. Experience of collaborative working and engagement with a school's wider community (A/I);
 - h. Experience of effective liaison with a Governing Body (A/I).

Desirable

- Experience as a Senior Leader in one or more schools (A)
- Experience in a Catholic school. (A/L/R)
- Specific teaching experience required for post: successful mixed comprehensive and post-16 experience (A/L/R)
- Senior Leadership experience in an outstanding school (A/L)
- Experience of working in a Trust

- Experience in managing a major change project (A/I)

3. Professional knowledge and understanding

The successful candidate will be able to demonstrate skill, knowledge and understanding in the following:

a) A distinctive personal vision for a Catholic school

Essential

- Have a clear vision for an effective Catholic school. (L/I)
- Experience of leading collective worship. (R/I)
- Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools. (L/I)
- Understanding of the role of the Headteacher in leading the spiritual development of pupils. (L/I)
- Understand the central place of Religious Education as a core subject in the school's curriculum. (L/I)
- Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people. (I)
- Secure understanding of the statutory requirements of legislation concerning Equal Opportunities Health & Safety, SEN and Child Protection (L/I)

Desirable

- Knowledge of the role of the Governing Body in a Multi Academy Trust. (I)
- Vision for strengthening a Academy's links with the wider community, including parents, carers and parishes. (L/R/I)

b) The process of strategic planning for school improvement

Essential

- Understanding of the principles and practice of effective school self-evaluation, including data analysis in order to inform school improvement. (L/R/I)
- Knowledge and understanding of the principles and practice of effective teaching, learning and assessment. (L/R/I)
- Knowledge and understanding of the strategies used to promote and sustain individual and team professional development. (L/R/I)
- Detailed knowledge and understanding of the current Ofsted framework. (L/A/I)

c) Resource management and planning

Essential

- Successful experience of managing a budget. (L/A/I)
- Knowledge of recruiting and retaining staff. (L/A/I)
- Understanding of performance management process. (L/A/I)

4. Personal and professional qualities and attributes

The successful candidate will be able to provide evidence of:

Essential

- First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work fast at all times; a deep understanding and experience of the personal challenges of senior leadership in a faith school. (A/L/R/I)
- Diplomacy, the ability to promote harmony, and excellent inter-personal skills. (A/L/R/I)
- Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure. (I/R)
- Aware of the need for, and use of, appropriate channels of communication. (L/R/I)
- Communicate effectively with a range of audiences and in a range of media. (L/R/I)
- Convey personal enthusiasm and commitment. (L/R/I)
- Be honest, trustworthy and caring. (L/R/I)
- Build and maintain effective relationships. (L/R/I)
- Prioritise, plan and organise themselves and others. (L/R/I)
- Seek and take account of the views of others. (L/R/I)
- Develop effective teamwork. (L/R/I)
- The ability to promote and publicly represent St. Mary's in the best possible light on every occasion. (A/L/R/I)

5. Application form and letter

Essential

- Application form should be completed in full. (A)
- Supporting statement should be clear and concise. (L)
- Supporting statement should address the job description and criteria in the person specification. (A)

6. Confidential references and reports

Essential

- Positive and supportive faith reference from the parish where the candidate worships. (R)
- Positive recommendation from current employer or Headteacher. (R)
- A second professional reference. (R)
- DBS check (prior to appointment).