



Diocese of Westminster Education Service
Headteacher Recruitment Pack
for
St Lawrence Roman Catholic Primary School
Feltham

Contact Us

St Lawrence RC Primary School

Victoria Road, Feltham, TW13 4FF

Telephone: 020 8890 3878

Web: <http://www.st-lawrencesprimary.co.uk/>

Completed applications must be sent to schoolshr@hounslow.gov.uk



Bronze Quality
Mark 2013/14



Headteacher:

Start Date: September 2018

Salary Pay range: Between L16- L27 Outer London (£60,202- £76,968)

Dear Applicant

Thank you for your interest in the role of Headteacher at St. Lawrence Roman Catholic Primary School, Feltham. We are a two-form entry school with a happy, vibrant and friendly community that has a vision to continuously achieve "high standards through Christian Values".

The Governing Body would like to appoint an ambitious, Catholic headteacher with effect from **September 2018** who will uphold the Catholic faith and take our school to the next level of educational excellence.

If you think you have the qualities, knowledge, skills and experience to lead St. Lawrence Primary School on the next stage of our journey, and through the changing educational landscape, we look forward to receiving your application.

You are welcome to visit our school as part of the application process, when we will be happy to give you a tour. For further information, or to arrange a visit, please contact our school office on 020 8890 3878.

Leadership application forms can be accessed by clicking apply now on the TES website.

Yours sincerely

Ade Marques
Chair of Governors





About St Lawrence RC Primary School

St Lawrence RC Primary School is situated in Feltham in the London Borough of Hounslow, West London. We are at the heart of the community, and are proud to have serviced the parish community since 1934.

Our school community is a place where people come together to learn, grow and build friendships, all under Gods love and care. Being part of the parish community, the social, moral, spiritual and cultural development of every child is of great importance to us.

We strive to maintain high standards for all children and staff by providing a conducive environment for teaching and learning. We are Investors in People, and take pride in the support we give our staff to ensure their continuous professional development.

We are a diverse community, with a very vibrant and committed Parents Teachers Association, and our pupils consistently make good progress across the school, which is why we have consistently achieved 'Good' or its equivalent in every OFSTED inspection since 1997.

At our most recent inspection on 21st February 2017, [OFSTED](#) judged our school as being 'Good' and reported that parents described an "overwhelmingly positive attitude about the school's culture and all that it provides for the children".

St. Lawrence was rated 'Outstanding' at our last Section 48 inspection, which is due again during this academic year.





At St Lawrence we are committed to equality and diversity and the safeguarding of all children, as such all appointments are subject to DBS checks.

Our Aims

Our aim is to embed and increase our 'Good' rating through continuous improvement in our children's behavior, teaching, learning and our British and Catholic Values.

Our Mission Statement

Our school is a place, where we all come together as one community to learn, have fun and make lasting friendships, all under God's love and Care.

About the role

- This role requires a practicing Catholic, who will uphold the Catholic faith, school policies and practices, whilst ensuring a conducive environment for teaching and learning.
- This role requires experience of strategic leadership and successful organisational management.
- **The successful candidate will be the Designated Safeguarding Lead** for the school.
- The role will be responsible for deploying the school's resources in a way that promotes educational excellence, and steers it through the changing educational landscape - both locally and nationally.
- This role also benefits from a wide range of formal and informal support provided by peers within and around Hounslow, including the support of [Hounslow Learning](#)

Important Dates:

Application closing date: Sunday 14th January 2018.

School Visits: 3rd -12th January 2018

Shortlisting: Thursday 18th January 2018

Interviews: Monday 29th January 2018





Partnership.



NB. To schedule a school visit please contact our school office on **020 8890 3878**.

Key School Data

Type of school	Primary	
Last OFSTED Inspection	21 st February 2017	
Current OFSTED rating	Good	
Section 48 Inspection	Outstanding	
Age range	4- 11	
Location	Feltham, Hounslow	
Type of establishment	Voluntary Aided School	
Co-ed. or single sex	Co-educational	
Budget	Circa £2m	
Number of children	447 (children in Statutory school) + 45 (children in Nursery)	
Average class size	30	
Average Termly Absence	3.2%	
Number of teaching staff (teachers & TAs)	21 teachers + 18 TAs	
% of children with FSM	25 = 5.6%	
% of children with SEND	88 = 19.7%	
% of children with EAL	77%	
Key stage 1 attainment (2017)	EXS	GDS
Reading	76.7%	33.3%
Maths	70%	26.7%
Writing	75%	31.7%
Key stage 2 attainment (2017)	EXS	GDS
Reading	79%	36.8%
Maths	81%	21%
Writing	82.5%	17.5%





Job Description

1. Responsibility for Catholic Purpose and Identity of the School

You ...

- must understand the nature and purpose of Catholic education
- will be responsible for working with the Catholic Diocese of Westminster to sustain the Catholic identity of St. Lawrence RC Primary School
- will safeguard the teaching of the Church

2. Responsibility for Leadership in the school's Catholic Education

You must ensure that Catholic identity is reflected in every aspect of school life, in particular:

- the curriculum
- the day-to-day organisation of the school
- staff development
- staff and pupil relationships,
- partnerships between school and its key stakeholders etc.

This duty provides the context for the proper discharge of all other duties and responsibilities.

3. Responsibility for Strategic Leadership

You will be accountable to the Governing Body and maintain its relationship with the parish, staff and other stakeholders, by:

- working with it to enable it to meet the specific requirements of governance in a Catholic school (e.g. the Trust Deed, admissions, personnel and financial matters).
- working with the Governing Body and the Church to draw on the person, life and teachings of Jesus Christ, to create and maintain a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community.





Understanding and communicating the mission of Catholic schools

- promoting Gospel values in policy, practice and relationships
- ensuring that the Religious Education programme is given full regard both in terms of classroom religious education and in the whole Catholic life of the school



4. Responsibility for Educational Excellence

As the leading professional in the school, you will ...

- determine and organise the curriculum with links and connections to Catholic religious education, collective worship, liturgy, prayer and provision for pupils' spiritual, moral, social and cultural development.
- identify excellence in teaching, and be able to demonstrate how teaching can be improved and sustained.
- ensure strategies for inclusion, diversity and access to a diverse, flexible and relevant curriculum, that are based on our equality as children of God.
- ensure that learning is at the heart of strategic planning and resource management.
- recognise the need to build partnerships locally, regionally and nationally in order to achieve goals, and raise the standard of the school.
- be aware of their impact on the Governing Body, local parishes and the local community and to use this influence wisely to improve outcomes in the school.

5. Responsibility for Managing the organisation

You will ...

- create an organisational structure that is affordable and maximises the chances of the school to deliver on its vision and Catholic ethos.
- establish and maintain a protocol of effective and ongoing self-assessment and evaluation across the school.
- ensure diligence in the school's budget and value for money with all expenditure.
- provide an efficient, effective and safe environment for learning and teaching.
- monitor, evaluate and review the work of the school to determine its effectiveness as a Catholic school.
- take responsibility for the school's performance, and disseminate it appropriately to a range of audiences, including governors, the Diocese of Westminster Education





Service, the LA, the local community, OFSTED and others, enabling them to play their part effectively.





Person Specification

Qualification	
	QUALIFICATIONS
ESSENTIAL REQUIREMENTS	<ul style="list-style-type: none"> • Practising Catholic • First degree/teaching certificate and QTS • Recent professional development relevant to senior management • Have had, or are undertaking, further study relevant to headship (e.g. Diploma or Higher Degree) • Hold the Catholic Certificate in Religious Studies or equivalent, be engaged in a course of study to achieve it, or be willing to undertake it.
CATHOLIC PURPOSE AND IDENTITY OF THE SCHOOL	<ul style="list-style-type: none"> • Be able to articulate the distinctive nature and purpose of Catholic education and be committed to developing the Catholic ethos of the school
DESIRABLE	<ul style="list-style-type: none"> • NPQH

Leading Learning and Teaching

KEY AREAS OF HEADSHIP	EDUCATIONAL EXCELLENCE
Delivering continuous improvement	Can express clearly the importance of leading teaching and learning in terms of continuous improvement and raising standards
Modelling Excellence in Teaching	Can recognise where performance is poor, and has the confidence and proven ability to insist on and encourage higher standards





Operational Management

Learning Focus	Can demonstrate a passion for learning in all pupils and other members of the school community
Partnership and collaboration	Can demonstrate the ability to work with other agencies to bring about learning improvements
Organisation and community understanding	Can demonstrate an understanding of the power of relationships within the organisation and the wider community

Strategic Management

Key Areas	Requirement
Self-awareness and self-management	Can explain clearly their personal strengths and areas for improvement
Personal drive and accountability	Can understand the need to regularly account for their performance to governors and other stakeholders
Resilience and emotional maturity	Can understand the importance of maintaining personal and organisational values when faced with uncertainty and adversity
Conceptual thinking	Can show a wider understanding of educational issues based on their experience
Future focus	Can recognise opportunities for positive change, and the ability to negotiate with others to bring it about
Impact and influence	Can demonstrate an understanding of other points of view, but can also persuade others to their perspective by articulating a compelling vision





Key Areas	Requirement
Efficient and effective	Can understand how the school's human, financial and environmental resources can best be deployed to achieve the school's goals and secure value for money
Analytical thinking	Can collect, manipulate and interrogate data systematically in order to identify trends, evaluate performance and deliver continuous improvements.
Holding others to account	Can understand the importance of making interventions, even when this involves making unpopular decisions in order to achieve the agreed goals
Relationship Management	Can understand the critical importance of interpersonal skills and perception when managing others in order to achieve the school's goals
Developing others	Can demonstrate a genuine commitment to improving others in the organisation, and the value of a learning environment for all

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St. Lawrence RC primary school is committed to safeguarding and children's welfare. This appointment will be subject to various checks including receipt of a satisfactory enhanced Disclosure and Barring Service check.

