

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

**Principal**

**St Edmund’s Catholic Academy**

**Part of the Bishop Cleary Catholic Multi Academy Company**

**Recruitment Information Pack**

**November 2017**

**Registered Address:**

**St Edmund’s Catholic Academy, Compton Park, Compton Road West, Wolverhampton, WV3 9DU**

**Company Number: 08578428**

**Recruitment Information Pack**

**Contents**

Letter from the Chair of the Board & Chair of the Academy Committee 3

Introduction 4-5

St Edmund’s Catholic Academy Motto, Mission Statement and 6

School Aims

Why work for St Edmund’s, part of Bishop Cleary Catholic

Multi Academy Company 7

Application Process 8

Advert 9

Job Description and Person Specification 10-21

Dear Applicant,

Thank you for expressing an interest in the post of Principal of St Edmund's. Ours is first and foremost a Catholic Academy. Our motto is **'To Love and Serve the Lord'.** As Directors and Governors we ensure that this is a central theme which underpins all that we do for our pupils, students and staff and share a belief that the Academy makes a difference to their life's chances and achievements.

We are looking for a committed Catholic to provide exceptional leadership to our Academy, help us nurture our strong Catholic ethos, achieve higher academic outcomes and develop our 6th Form provision. At our core, we aim to provide outstanding educational provision for students, firmly rooted in Gospel Values. We seek to support lifelong learning, and provide excellence in teaching through high expectation with adherence to traditional values and standards.

St Edmund’s is a fully inclusive, caring Catholic school, which promotes community and cohesion based on the simple principles of faith, service, courtesy, cooperation, tolerance and mutual respect from staff and pupils alike. Our expectation is excellence from all students of all ages and abilities, and we provide them with the necessary challenge and support to enable them to become responsible high achieving citizens. There is a strong Leadership Team and a committed Academy Committee.

Recognising potential and nurturing talent is at the heart of our values and by engaging all students in a relevant and exciting curriculum we will encourage aspiration, embed self-confidence and self-esteem and continue to raise academic standards. We are determined to ensure that each student achieves the best possible examination results and thus enhance their future employment opportunities.

This role is pivotal within the Bishop Cleary Catholic Multi Academy Company where the Principals share best practice and strive towards outstanding outcomes for every child.

If you share our vision for young people and their families, and believe you can make the difference at St Edmund’s, then we would be delighted to receive your application.

 

Dr Chris Walker Margaret Gallagher

Chair of the Board of Directors Chair of the Academy Committee

**Introduction**

St Edmund’s Catholic Academy is part of Bishop Cleary Catholic Multi Academy Company. We have high aspirations for our children, pupils and students and expect them to reach their full potential and great success. There is a purposeful and hardworking ethos amongst our staff and learners. We have a strong Catholic bond that brings us together in our worship of God and love of Christ.

Our company was formed in July 2013 following conversion to a Multi Academy Company comprising five Local Academies within the Wolverhampton area:

SS Peter and Paul Catholic Primary Academy and Nursery

SS Mary and John’s Catholic Primary Academy

St. Michael’s Catholic Primary Academy and Nursery

St. Teresa’s Catholic Primary Academy

St. Edmund’s Catholic Academy

St. Edmund’s serves the parishes of SS Peter and Paul, SS Mary and John, St Michael’s & St. Bernadette’s, St. Teresa’s, St. Christopher’s & St. Thomas of Canterbury. Each year 150 pupils are admitted into Year 7. There is currently a Sixth Form of 137. A Level subjects and 9 other Level 3 courses are available to St Edmund’s Sixth Form learners. Our current number on roll is 876.

The academy is situated on the west side of Wolverhampton on a very pleasant, tree-lined, site on Compton Park, just off Compton Road West. It is easily reached from the centre of the city, from the nearby motorway complex and from the towns and villages which surround it, especially to the west.

Academically St Edmund’s is divided into four Learning Faculties: Journey in Faith [RE, SEN Business and Enterprise and Personal Development]; Discovery & Application [Mathematics, Science and Computing]; Creativity & Expression [Technology, Performing Arts and PE]; Communication & Culture [English, Modern Foreign Languages and Humanities]. Pastorally the school is divided into year groups with Heads of Year, leading a team of tutors in Years 7 to 11 and a Head of Sixth in Years 12 and 13.

Other strengths of St Edmund’s include its music (choral, orchestral and modern bands and music tours to Europe), its drama, its fine sporting tradition across a range of activities, its links with other countries, both in Europe and further afield, its outstanding charity work and the quality of its care for students and staff. Its facilities are open, light, spacious and fit for twenty first century learning.

In March 2016 we were inspected by Ofsted (Section 8). St. Edmund’s retained its Good judgement and the Diocesan inspection report of January 2013 declared the school to be ‘Good with some Outstanding features.’ Our mission is to be Outstanding from our next Section 5 and Section 48 inspections.

This is an exciting opportunity to join a dedicated and forward thinking organisation with Supportive Directors and Local Academy Committee members with opportunities for collaborative work in partnership with other Senior Leaders across the Academy and wider Bishop Cleary Catholic Multi Academy Company.

***You can find out more about the Bishop Cleary Catholic Multi Academy Company at: bccmac.co.uk***

**St Edmunds Catholic Academy**

**School Motto**  
To Love and Serve the Lord

**School Mission Statement**  
St Edmund’s is dedicated to nurturing a learning community where all can grow in faith  
inspired by the Gospel values of love, service and forgiveness.

**Our School Aims:**

1. to carry out our work within the school and the wider community on the  
   basis of relationships founded on Christ’s teachings.
2. to nurture fully the gifts, talents and vocation of each student.
3. to sustain a moral and caring atmosphere within the school and nourish each  
   student’s spiritual development and care for the whole of creation.
4. to embrace the Common Good through working collaboratively with our parents,  
   primary schools, parishes and partners within and beyond our City.
5. to ensure that every member of the school community feels valued and  
   experiences justice, fairness and equality of opportunity.
6. to prepare students for the wider world and to engender in them respect  
   for other traditions and faiths.

**Why work for us?**

* You will be joining a team that is committed to changing lives through transforming educational outcomes. St Edmund’s is highly committed to ensuring that you benefit from high quality development and training.
* You will work alongside professionals in a fast paced and dynamic environment.
* You will develop your skills alongside like-minded colleagues.
* St Edmund’s prospers in a climate of mutual support and partnership and in working closely with each other.
* **Career Development** – We offer personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction.
* **Pension -**Every employee has access to a pension scheme**.**
* **Childcare vouchers** by BusyBees – Childcare vouchers work through a salary sacrifice and they are taken from salary each month before tax and Ni contributions.
* **Work-life balance.** We understand that our employment policies need to be flexible and responsive in order to promote diversity and quality and to attract and retain the highest quality staff.
* **Location** – St Edmund’s is situated in Compton Park, a quiet leafy suburb of Wolverhampton.

**The Application Process**

***Further details about St Edmund’s Catholic Academy can be found at www.Stedmunds.org.***

***Application forms can be found under the vacancies tab on our website.***

Completed applications should be returned via email to [recruitment@stedmunds.org](mailto:recruitment@stedmunds.org) or by post to Melissa Cutter, HR Officer, at the Registered Address:

**c/o St Edmund’s Catholic Academy**

**Compton Park**

**Compton Road West**

**Wolverhampton**

**WV3 9DU**

All applications submitted electronically will receive an email confirming receipt. Shortlisted candidates will receive a letter with details of the interview process. If you have not heard from us within 2 weeks of the closing date, please assume that you application has been unsuccessful, we will also notify you personally.

Please also ensure that you have read the document located with the advert on our website:

**Definition of a ‘Practising Catholic’**

**Queries**

If you have any queries on any aspect of the application process or need additional information please contact Melissa Cutter, on 01902 558888 x 153 or via email.

**The closing date for applications: Monday 30th October 2017**

**Interview date: Tuesday 14th & Wednesday 15th November 2017**

***St Edmund’s Catholic Academy is part of the Bishop Cleary Catholic Multi Academy Company.***

**PRINCIPAL – Required September 2018**

The Directors of the Bishop Cleary Catholic Multi Academy Company in partnership with the Archdiocese of Birmingham wish to appoint a **Principal** to lead

**St Edmund’s Catholic Academy, Wolverhampton**

Leadership Pay Scale L26-L32 (£72,810-84,339 per annum) + generous relocation if required.

Due to the forthcoming retirement of our successful Principal, we are seeking to appoint a committed practising Catholic who will be an inspirational leader of this popular academy.Do you have the ambition and determination to secure positive outcomes for our young people? Are you an outstanding leader with a track record of excellent results and good practice, then we want to hear from you.

As we strive towards our vision to become “Outstanding", we are a dynamic and thriving academy, lessons are taught within an excellent suite of purpose built teaching spaces.

St Edmund’s Catholic Academy mission is to nurture the gifts and talents of every student and every member of staff and, as such, is a very supportive, special place to work. You will be committed to high standards of learning and student progress and help students to achieve their potential.

You will receive a comprehensive induction and professional development opportunities. We can offer an attractive relocation package.

**This post is subject to an Enhanced Disclosure and Barring Service check.**

Application packs can be accessed via our Academy website [www.stedmunds.org](http://www.stedmunds.org) or please call the Academy on (01902) 558888 x 153. **Completed applications can be returned by post or via email to** [recruitment@stedmunds.org](mailto:recruitment@stedmunds.org). Prospective candidates are welcome to talk to Mrs Hughes, Principal about this post and are most welcome to visit the academy in advance.

**Closing Date: Monday 30th October 2017**

**Interviews: Tuesday 14th and Wednesday 15th November 2017**

St Edmund’s is part of the Bishop Cleary Catholic Multi Academy Company with 876 on roll including 137 in the Sixth Form. Situated in Compton Park, a quiet and leafy suburb of Wolverhampton.

***You can find out more about the Bishop Cleary Catholic Multi Academy Company at: bccmac.co.uk***

|  |  |
| --- | --- |
| **JOB DESCRIPTION** | |
| **JOB TITLE** | PRINCIPAL |
| **DEPARTMENT/SECTION** | ST EDMUND’S CATHOLIC ACADEMY |
| **RESPONSIBLE FOR WHICH OTHER POSTS** | ALL STAFF WITHIN THE SCHOOL \*1 |
| **RESPONSIBLE TO** | ACADEMY COMMITTEE/BOARD OF DIRECTORS |

* **Introduction**

1.1 This appointment is with the Board of Directors of the Multi Academy under the terms of the Catholic Education Service contract signed with the Board of Directors as employers. The Board of Directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

1.2 The appointment is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the principal shall consult, where appropriate, the Board of Directors, the diocese, the staff of the school and the parents of its pupils.

1.3 This job description may be amended at any time, following consultation between the Principal and the Board of Directors and will be reviewed annually.

* **Core Purpose of the Principal**

2.1 The core purpose of the Principal is to provide professional leadership and management for a 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 principal must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Principals must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

* the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
* **religious education is in accordance with the teachings, doctrines, discipline** and general and particular norms of the Catholic Church;
* religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
* \*1 The term school is used throughout this document rather than academy, to indicate the individual institution to which the principal is appointed and to avoid confusion with the Multi-Academy as a whole.
* the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
* the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
* all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

2.2 The Principal is the leading professional in the school. Accountable to the Board of Directors and the local Academy Committee, the Principal provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Principal working with others is responsible for evaluating the school’s performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school’s aims and objectives and for the day to day management, organisation and administration of the school.

2.3 As one of the Principals in a multi academy, the principal will support the Board of Directors in ensuring that they and their school collaborate with the other schools in the multi academy for their mutual benefit in enhancing the Catholic life of the multi academy and improving standards.

2.4 The Principal, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, principals play a key role in contributing the development of the education system as a whole and collaborate with others to raise standards locally.

2.5 Drawing on the support provided by members of the school community, the principal is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

* **General Duties and Responsibilities**

3.1 To carry out the duties of a headteacher as set out in the current School Teachers’ Pay & Conditions Document.

**Key Areas of Responsibility**

**Creating the Vision**

4.1 The ‘preferred future’, expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school’s mission statement and school improvement plan.

4.2 The Principal, working with the Board of Directors the Local Academy Committee 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, moral purpose and be inclusive of stakeholders’ 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.

**Actions**

* Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
* The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
* Work within the school community to translate the vision into agreed objectives and operational plans, which will promote a self-improving school system.
* Establish a commitment amongst pupils, staff and parents to the school’s mission in partnership with the Board of Directors, the Local Academy Committee and through personal conviction.
* Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
* Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
* Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
* Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
* Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.
* **Leading Teaching and Learning**

5.1 In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

5.2 Principals have a central responsibility for raising the quality of teaching and learning and for pupils’ 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.

**Actions**

* Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.
* Ensure that learning is at the centre of strategic planning and resource management.
* Secure high quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
* Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
* Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
* Establish creative, responsive and effective approaches to learning and teaching.
* Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school.
* Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
* Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
* Demonstrate and articulate high expectations and set stretching targets for the whole school community.
* Implement strategies that secure high standards of behaviour and attendance.
* Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework.
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
* Monitor, evaluate and review classroom practice and promote improvement strategies.
* Challenge underperformance at all levels and ensure effective corrective action and follow-up.
* **The Self Improving School System and Working with Others**

6.1 In a Catholic school the role of Principal is one of leadership of a learning community rooted in faith. The Principal’s leadership should take Christ as its inspiration. The Principal’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

6.2 The Principal must manage themselves and their relationships well. Being a principal is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Principal should support 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, principals should be committed to their own continuing professional development.

**Actions**

* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
* Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
* Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
* Regularly review own practice, set personal targets and take responsibility for own personal development.
* Manage own workload and that of others to allow an appropriate work/life balance.
* **Creating Systems and Processes to Manage the Organisation**

7.1 In a Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

7.2 The Principal needs to provide effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Principal should also seek to build a successful organisation through effective collaboration with others.

**Actions**

* Create an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
* Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
* Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.
* Act as the “Accounting Officer” for the Bishop Cleary Catholic Multi Academy Company.
* Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
* Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
* Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
* Use and integrate a range of technologies effectively and efficiently to manage the school.
* **Ensuring accountability**

8.1 In a Catholic school the Principal fulfils his/her responsibilities in accordance with the mission of the school. The principal supports the board of directors in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.

8.2 With Gospel values at the heart of his/her leadership, the Principal has a responsibility to the whole school community. In carrying out this responsibility, the Principal is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the DFE and the DES. He/she is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The Principal is legally and contractually accountable to the board of directors for the school, its environment and all its work.

**Actions**

* Fulfil commitments arising from contractual accountability to the Board of Directors.
* Develop the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* Work with the Board of Directors and the Local Academy Committee (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
* Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers.
* Reflect on personal contribution to school achievements and take account of feedback from others.

1. **Building Community**

9.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

9.2 The Principal needs to commit to engage with the internal and external school community to secure equity and entitlement. The Principal should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Principal should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The Principal shares responsibility for leadership of the wider educational system and should be supportive of a self-improving school system.

**Actions**

* Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school’s communities.
* Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
* Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
* Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world.
* Ensure a range of community-based learning experiences.
* Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
* Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils’ growth in the knowledge and love of God and neighbour, their achievement and personal development.
* Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
* Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
* Co-operate and work with relevant agencies to protect children

**10** **Safeguarding Children & Safer Recruitment**

10.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**Actions**

The Principal should ensure that:

* The policies and procedures adopted by the board of directors are fully implemented and followed by all staff.
* Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
* All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

|  |  |  |
| --- | --- | --- |
| **Person Specification - Category** | **Essential** | **Desirable** |
| **Faith Commitment** | A practising and committed  Catholic  Secure understanding of the  distinctive nature of the  Catholic school and Catholic  Education  Understanding of leadership  role in spiritual development of  pupils and staff  Understanding of the school’s  role in the parish and wider  community and in promoting  community cohesion | Evidence of participation in faith  life of the community  Experience in leading acts of  worship in Catholic schools |
| **Qualifications** | Qualified Teacher Status | Postgraduate level qualification  Catholic Certificate of Religious  Studies or equivalent  NPQH award |
| **Experience** | Experience as an effective  deputy or assistant headteacher  Successful experience of  leading one or more subject  areas  Substantial, successful  teaching experience | Recent experience in a Catholic  voluntary aided school or  academy  Teaching experience in at least 2 of the 3 key stages: KS3, KS4  and post 16  Curriculum leadership in one or  more core subjects  Experience of teaching in more  than one school |
| **Professional Development** | Evidence of continuing professional development  relating to school leadership  and management, and  curriculum/ teaching and  learning | Evidence of continuing  professional development  relating to Catholic ethos,  mission and religious education  Experience of working with other schools/organisations /agencies  Experience of leading/co-  ordinating professional  development opportunities  Ability to identify own learning  needs and to support others in  identifying their learning needs |
| **Strategic Leadership** | Ability to articulate and share a  vision of secondary education within the context of the mission of a Catholic school  Evidence of having successfully  translated vision into reality at  whole-school level  Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education  Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement  Ability to analyse data, develop  strategic plans, set targets and  monitor/evaluate progress towards these  Knowledge of what constitutes  quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils  Understanding of and commitment to promoting and safeguarding the welfare of pupils | Knowledge of the role of the  ‘governing body’ in a  Catholic voluntary aided  school or academy |
| **Teaching & Learning** | A secure understanding of the requirements of the National Curriculum  Knowledge and experience of a range of successful teaching and  learning strategies to meet the needs of all pupils  A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning  Experience of effective monitoring and evaluation of teaching and  Learning  Secure knowledge of statutory requirements relating to the curriculum and assessment  Understanding of the characteristics of an effective learning environment and the key elements of successful  behaviour management | A secure understanding of the requirements of the Curriculum Directory for Religious Education  Understanding of successful  teaching and learning in  religious education across  the key stages  Successful experience in  creating an effective  learning environment and in  developing and implementing policy and practice relating to  behaviour management |
| **Leading and Managing Staff** | Experience of working in and  leading staff teams  Ability to delegate work and support colleagues in undertaking responsibilities  Experience of performance  management and supporting the continuing professional  development of colleagues  Understanding of effective budget planning and resource deployment | Experience of working with  governors to enable them to  fulfil whole-school  responsibilities  Successful involvement in  staff recruitment, /induction,  understanding needs of a  Catholic school  Understanding of how  financial and resource  management enable a school to achieve its educational priorities |
| **Accountability** | Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, parishioners and clergy  Experience of effective whole-  school self-evaluation and  improvement strategies  Ability to provide clear information and advice to staff and ‘Governors’  Secure understanding of strategies for performance management | Experience of presenting  reports to governors  Understanding the criteria for the evaluation of a Catholic school  Leading sessions to inform parents  Experience of offering challenge and support to improve performance |
| **Skills, Qualities & Abilities** | High quality teaching skills  Strong commitment to the mission of a Catholic school  Commitment to their own spiritual formation and that of pupils  High expectations of pupils’ learning and attainment  Strong commitment to school  improvement and raising  achievement for all  Ability to build and maintain good relationships  Ability to remain positive and  enthusiastic when working under pressure  Ability to organise work, prioritise tasks, make decisions and manage time effectively  Empathy with children  Good communication skills  Good interpersonal skills  Stamina and resilience  Confidence |  |
| **References** | Positive and supportive faith  reference from priest where  applicant regularly worships  Positive recommendation in  professional references  Satisfactory health and attendance record | Faith reference without  reservation  Professional reference  without reservation |

NOTE:

* The panel are advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
* The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
* It is expected that evidence of meeting these criteria will be gathered from scrutinising the
* candidate’s application and observing all the various aspects of the interview process.
* The panel may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.