



St Joseph's Catholic  
Primary Academy

# Headteacher Candidate Pack

Start date: **September 2023**

Location: **Huddersfield**

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# Welcome letter from Chief Executive Officer



Dear Applicant,

On behalf of the Directors of the Blessed Peter Snow Trust we would like to thank you for the interest you have shown in responding to our advertisement for the position of Headteacher at St Joseph's Catholic Primary Academy in Huddersfield.

St Joseph's enjoys a very close and supportive relationship with the Parish Priest at English Martyrs and the Church is only a few steps across the playground.

The academy is part of our family of fourteen primary academies and one secondary academy. We are committed to providing a superb quality of education for all our children and work closely with our school leaders to achieve this.

We are fortunate that the academy is located on a large site, playgrounds and a large field. As we have a nursery on site, we admit children from 3-11 years of age and there are currently 330 children on roll.

We are looking for a committed Catholic Leader who is dedicated, passionate and driven. Someone who knows what outstanding practice looks like and has high expectations for all the children in their care, a leader who is caring and nurturing and can embrace our strong Catholic ethos and provide a safe, spiritual school for our children and families to thrive.

We invest in our academy leaders and our expectations are that the Headteacher at St Joseph's will work together with the Trust and other key stakeholders to bring about sustained improvement and raise standards for all.

We would positively encourage you to contact us to arrange a visit to St Joseph's Catholic Primary Academy. Such a visit will allow you to begin to understand the ethos of the school and I am sure will help you in the preparation of your application. There is also a wealth of information available on our school and Trust website.

We look forward to receiving your application and thank you once again for your interest.

**Richard Williams**

Chief Executive Officer  
The Blessed Peter Snow Academy Trust







## About The Blessed Peter Snow Catholic Voluntary Academy Trust

The Blessed Peter Snow Catholic Academy Trust came into being on 1st October 2014. The Diocese of Leeds had determined to divide the Diocese into a number of areas to facilitate those schools converting to Academy status and to help them to work together to strengthen and protect Catholic education. Our Trust consists of 15 Catholic academies across the local authority areas of Kirklees and Calderdale.

The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

“Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator.” (Pope Benedict XVI, Address to Teachers and Religious Leaders, Twickenham, September 2010).

Our Academies therefore operate and are informed by the following four key principles of Christian formation:

- Places of Discipleship
- Places where Communities are created
- Places of Learning
- Places where we treasure God’s World

In light of the above principles, the Trust aims to:

- Ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- Provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- Uphold the unshakable belief in the unique potential of each child, student and member of staff
- Provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives



The Blessed  
Peter Snow  
Catholic Academy Trust

# Job Description – Headteacher

Living, learning and loving the Lord



## Introduction

St Joseph's Catholic Primary Academy has been designated an academy with a religious character. Its Instrument of Governance states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Leeds. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the headteacher of any school is to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic Faith recognising a joint responsibility across all schools. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The governing body and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The headteacher shares responsibility for the mission of the school and the wider diocesan educational system and as such is therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague headteachers and agencies such as CAFOD, Family Life and Youth Ministry as and when appropriate. In a Catholic school, the role of the headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership must 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 lead, by example, the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. In a Catholic school the headteacher fulfils his or her responsibilities in accordance with the Instrument of Government/Articles of Association. He/she supports the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The headteacher accounts to the governing body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

The discharge of the role of headteacher requires a significant theological insight and vision of the development of this Catholic school.





## Job Description continued

### **NATIONAL STANDARDS OF EXCELLENCE FOR HEADTEACHERS**

The National Standards of Excellence for Headteachers (2014) define high standards which are applicable to all headteacher roles within a self-improving school system. These standards are designed to inspire public confidence in headteachers, raise aspirations, secure high academic standards in the nation's schools, and empower the teaching profession. Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

*National Standards of Excellence for Headteachers, DfE Jan 2015*

This appointment is with the governing body of the school under the terms of the Catholic Education Service contract to be signed. The governing body will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects. 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 headteacher shall consult, when appropriate: the Diocese, the Local Authority, the staff of the school, the parents of its pupils, the parishes served by the school and other local Catholic schools where necessary.

### **Excellent Headteachers: Qualities and Knowledge Headteachers:**

1. Work within the school and with the parish to hold and articulate clear values and moral purpose, which takes account of the school's Catholic mission focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour which stems from Christ's vision for humanity. Promotes positive relationships and attitudes towards their pupils, staff, parents, governors and members of the local community recognising their individual worth as made in the image and likeness of God.
3. Inspired by Christ, lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

## Job Description continued

5. Work with political and financial astuteness, within a clear set of principles influenced by the Gospel message and Church teaching, centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### Excellent Headteachers: Pupils and Staff

#### Headteachers:

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes that reflect the distinctive characteristics of Catholic education.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being. Ensure high quality provision for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and families.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are required to treat all people fairly, equitably, and with dignity and respect. Inspire, encourage and support staff to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice, emphasising the distinctive nature of Catholic Education.

### Excellent Headteachers: Systems and Process

#### Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity reflecting the school's Gospel values.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider community to promote Gospel values which unite society in a commitment to social justice and the common good.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.





## Job Description continued

4. Welcome strong governance, rooted in faithful stewardship of Gospel values, actively supporting the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Excellent Headteachers: The Self-improving School System**

#### **Headteachers:**

1. Lead outward-facing schools which work with other schools and organisations - in a climate of mutual challenge – where each pupil is championed to ensure they secure their unique potential and achieve excellence.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic, spiritual, moral, social, emotional and cultural outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others – within and beyond schools – to believe in the fundamental importance of Catholic education in young people's lives and to promote the value of education.

### **Child Protection**

#### **Headteachers:**

1. Ensure that the child protection policies and procedures adopted by the trust board are fully implemented and followed by all staff.
2. Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

# Person Specification

Please ensure that you provide evidence to address the criteria on the Person Specification. Evidence will be gathered from the Application Form (A), at Interview (I) and through References (R). Certificates of professional qualifications must be brought to interview.

Essential	Desirable	A	I	R
<b>Qualifications and Training</b>				
<ul style="list-style-type: none"> <li>A practising Catholic</li> </ul>		x		
<ul style="list-style-type: none"> <li>Educated to Degree Level</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Masters level or equivalent</li> </ul>	x		
<ul style="list-style-type: none"> <li>QTS</li> </ul>	<ul style="list-style-type: none"> <li>Professional development or training undertaken in preparation for headship</li> <li>Completion of NPQH or similar leadership programme</li> </ul>	x		
<ul style="list-style-type: none"> <li>Evidence of continued and current CPD</li> </ul>		x	x	
<b>Experience</b>				
<ul style="list-style-type: none"> <li>A distinctive vision for an outstanding Catholic school</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Experience in leading collective worship</li> </ul>			x	
<ul style="list-style-type: none"> <li>Understanding of the central place of religious education as a core subject in the school's curriculum</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Evidence of prior successful leadership and management at DHT or equivalent level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership experience in a Catholic school</li> </ul>	x	x	x
<ul style="list-style-type: none"> <li>Evidence of raising student progress and attainment</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Led a school staff team on an aspect of school improvement</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Experience of monitoring teaching and learning, evaluating and target setting</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Participating fully as a reviewer in performance management</li> </ul>				
<ul style="list-style-type: none"> <li>Involvement in the induction of new staff</li> </ul>	<ul style="list-style-type: none"> <li>Have experience of leading and evaluating CPD and its impact on standards across a group of staff</li> </ul>	x	x	
<ul style="list-style-type: none"> <li>Experience of student tracking data</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Effective pastoral experience</li> </ul>		x	x	
<b>Knowledge and Skills</b>				
<ul style="list-style-type: none"> <li>Understands safeguarding requirements and their application across the curriculum</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Understands and demonstrates what constitutes outstanding teaching and leading</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Knowledge and understanding of effective teaching strategies</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Uses coaching techniques to improve the teaching of others</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Knowledge of the characteristics of outstanding leadership</li> </ul>		x	x	x
<ul style="list-style-type: none"> <li>Can articulate the strengths and areas of development of their own leadership style</li> </ul>			x	
<ul style="list-style-type: none"> <li>Knowledge of SEND code of practice</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Knowledge of local and national statutory guidance, educational initiatives and trends</li> </ul>			x	
<ul style="list-style-type: none"> <li>Understands the process of school improvement</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Able to evaluate school policies and procedures</li> </ul>			x	
<ul style="list-style-type: none"> <li>Is able to use the tracking of pupil progress and achievement to raise standards</li> </ul>			x	
<ul style="list-style-type: none"> <li>Knowledge and practice of effective behaviour management strategies</li> </ul>		x	x	x
<b>Personal Qualities</b>				
<ul style="list-style-type: none"> <li>Enthusiastic, high expectations, resilient, sensitive and positive</li> </ul>			x	x
<ul style="list-style-type: none"> <li>An excellent personal and professional role model who puts Catholic values into practice</li> </ul>			x	x
<ul style="list-style-type: none"> <li>Demonstrates commitment to collaborative leadership and effective team workings</li> </ul>		x		x
<ul style="list-style-type: none"> <li>Able to motivate, develop, empower and lead students, individuals and teams</li> </ul>		x		x
<ul style="list-style-type: none"> <li>Able to delegate and support effectively</li> </ul>		x		x
<ul style="list-style-type: none"> <li>Excellent communicator and listener with the ability to manage conflict successfully</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Proficient in the use of IT</li> </ul>		x	x	
<ul style="list-style-type: none"> <li>Demonstrates a positive commitment to equal opportunities and inclusion</li> </ul>			x	x
<ul style="list-style-type: none"> <li>Demonstrates a strong commitment to CPD for self and others</li> </ul>			x	x

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## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact **Ross Laird**: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) – **01223 907979/07901 585959**. Please email your application to: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)

**Closing date:** Wednesday 19th April 2023 • **Shortlisting date:** Thursday 20th April 2023 • **Interview date:** Wednesday 26th April 2023

**St Joseph's Catholic Primary School**  
Grosvenor Road, Dalton  
Huddersfield, HD5 9HU

