

ST OSMUND'S CATHOLIC PRIMARY SCHOOL  
Church Road, Barnes SW13 9HQ  
Telephone: 020 8748 3582 Email: [info@st-osmunds.richmond.sch.uk](mailto:info@st-osmunds.richmond.sch.uk)

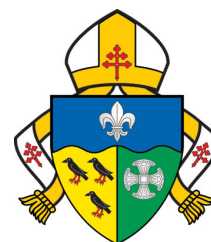
## Welcome Application for Headteacher

Please find the following information in this pack

- Job Advert
- Letter from Chair of Governors
- Letter from Parish Priest
- Letter from the Children
- Job Description
- Personal Specification
- CES Application Form
- CES Monitoring Form
- CES Rehabilitation of Offenders Form
- CES Notes to Applicants
- Diocesan Statement on role of Headteacher in a Catholic School



*The Archdiocese of Southwark*  
**ST OSMUND'S CATHOLIC PRIMARY SCHOOL**  
Church Road, Barnes, SW13 9HQ  
020 8748 358 | [info@st-osmunds.richmond.sch.uk](mailto:info@st-osmunds.richmond.sch.uk)



## HEADTEACHER

(Group 2 School Leadership Spine 15-21 depending on experience)  
(Plus Professional Development Fund £3000)

Deadline for application: 3 November 2017 at 12 noon

Interviews: 9/10 November 2017

Required for: Easter 2018 (negotiable)

Contract: Permanent

St Osmund's is a one form primary school and due to the promotion of our current headteacher, the Governing Board are seeking to appoint a strongly motivated individual with vision, energy and the highest aspirations for all members of the school community, who will build on our achievements and continue to drive our outcomes to be Outstanding in every way. The School's last Ofsted was in 2016 where we were graded 'Good'. The school is exploring the opportunities that forming a MAT may bring to St Osmund's. The successful candidate will be a practicing Catholic who may have experience in a variety of educational backgrounds, but with a strong personal faith and a deep commitment to the ethos and visions of Catholic Education. You will be prepared to collaborate with the Diocese, follow their guidelines and participate in Diocesan activities.

### What we are looking for:

Our children want a headteacher who will nurture a strong caring ethos, is loyal and celebrates everyone's successes  
Our staff want a headteacher who is an excellent communicator and will inspire, challenge, motivate and support staff at all levels

Our parents want a headteacher who is approachable, with the drive, ability and ambition to raise standards

Our governors want a headteacher who is inspiring, dedicated and has a clear understanding of education and leadership in a Catholic School and will be impact driven

### In return we offer:

A uniquely placed school that is successful, happy and welcoming, with a positive and caring Catholic ethos right in the heart of Barnes village. We have an enthusiastic and talented staff who are committed to enabling all children to achieve, with a supportive and involved Governing Board. We will support you with continuing professional development and will enable you to grow your staff. Our pupils are well motivated, confident and friendly; they enjoy learning and love coming to school. We have parents who are proud of the achievements of the children and we are fortunate to be part of a warm and welcoming Parish served by Monsignor Canon James Cronin. Visits to the school are warmly welcomed. Please contact the Chair of Governors by email to arrange a suitable time.

**To apply please download the application pack from the school website**

[www.st-osmunds.richmond.sch.uk/vacancies](http://www.st-osmunds.richmond.sch.uk/vacancies)

**Please email completed applications to Chair of Governors, Fiona Trinder on  
[fionatrinder@me.com](mailto:fionatrinder@me.com)**

*St Osmund'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. Appointment to this post will be subject to a satisfactory Enhanced Disclosure & Barring Services (DBS).*



*Fidem Fateri Vita*

# St. Osmund's Catholic Primary School

Church Road, Barnes SW13 9HQ

Telephone: 020 8748 3582 Fax: 020 8846 9589

[www.st-osmunds.richmond.sch.uk](http://www.st-osmunds.richmond.sch.uk)

[info@st-osmunds.richmond.sch.uk](mailto:info@st-osmunds.richmond.sch.uk)

October 2017

Dear Applicant,

Thank you for your interest in the position of headteacher at St Osmund's Catholic Primary School. Please do come and visit our school so that you can experience the warm, friendly and caring environment that enables our children to flourish.

St Osmund's is a welcoming, happy and successful one form entry Catholic school in which the staff, governors and parents are totally committed to ensuring that the pupils achieve their fullest potential.

We are looking for an exceptional leader to take the helm from our headteacher who has achieved a promotion after eight years in post. Her leadership has created a successful place of teaching and learning and we are seeking a highly motivated, experienced leader to bring a fresh perspective and vision to lead our school on its journey towards Outstanding in every regard. The successful candidate will impact the teaching and learning environment for all pupils

We are a 'Good school with outstanding features'. We were recently graded Outstanding in our Section 48 (February 2017). Teaching across the school is good or better. Behaviour is exemplary in the school and our children show an excellent attitude to learning and really bring to life our school mission, 'Show your Faith by the way you Live.' We are working hard to ensure that outcomes at both key stages reflect the hard work of the children. We have a dynamic and engaged PTFA who raise substantial funds for the benefit of the school and pupils.

This is an exciting opportunity to lead a Good school to Outstanding and to look at the opportunities that MAT's might bring to St Osmund's. As our headteacher, you will inherit a dedicated senior leadership team and a strong and professional teaching staff who are assisted by enthusiastic support staff. Our governors are experienced, engaged and keen to help the school with a clear strategic vision. You will be offered continued professional development and you will inherit a well maintained school with lovely grounds.

The school serves the parish of St Osmund's and the new headteacher will continue to foster and encourage these close links which are essential for the development of the school. We hope that this is a post that inspires you. The Governing Board is seeking to appoint a headteacher who is dynamic, thoughtful, reflective and kind, and who has a proven and successful record of leadership in a primary, secondary or other educational setting.

This letter encloses a number of documents including a letter from our Parish Priest and our children, a Person Specification, Job Description and the CES Application Form. Please use your personal statement to outline your experience to date and why you are suitable for this role.

References should be from your parish priest (or the priest of the parish where you worship regularly) and second from your Chair of Governors/Headteacher. CV's will not be accepted as applications. All applications will be treated in the strictest confidence.

The closing date for receipt of completed applications is **3 November 2017 at 12 noon**. Interviews will be held on **9 and 10 November 2017**. We will be contacting shortlisted candidates as soon as possible after the closing date. Please email completed applications to the Chair of Governors at [fionatrinder@me.com](mailto:fionatrinder@me.com)

At interview you will have an opportunity to meet with staff and governors informally as well meet the pupils over lunch. We will ask you to lead an assembly, teach a lesson and provide feedback on learning and teaching in the school. There will be in tray exercises and tasks involving data as well as interviews.

Thank you for your interest in this position and we wish you every success with your application. Please take the opportunity to come and visit St Osmund's. Our children are eager to show you their school and to tell you about their learning. I or another governor will be on hand to answer questions during this visit. Please contact the Chair on 07775 903276 or at [fionatrinder@me.com](mailto:fionatrinder@me.com) to arrange this.

Yours faithfully,

Fiona Trinder  
**Chair of Governors**

*Please note:*

*Our school is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to satisfactory Enhanced Disclosure & Barring Services (DBS) check.*



St Osmund's Roman Catholic Church  
79 Castelnau  
Barnes  
SW13 9RT

October 2017

Dear Candidate,

Thank you for your interest in our Parish School.

St Osmund's Catholic Primary is located in the heart of Barnes, within walking distance of our Parish church and plays a significant role in the local Community. It's location by Barnes Pond makes an idyllic setting and the children disperse after school to play on the Green. The Parish is young and diverse with members from across the world.

The blessings of a multi cultural and diverse Parish are reflected in the School. Each term significant events in the pupil's faith life and development are acknowledged and celebrated. The children are welcomed to School Mass at Church in addition to Masses and liturgical services at School which mark the feasts and fasts of the Church's year. These are well supported by parents, as are all the School's events. Moreover the School supports and underpins the Christian values lived in the home.

I invite you to come and visit us.

Yours faithfully

Monsignor Canon James Cronin  
Parish Priest St Osmund's RC Church



*Fidem Fateri Vita*

# St. Osmund's Catholic Primary School

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[info@st-osmunds.richmond.sch.uk](mailto:info@st-osmunds.richmond.sch.uk)

October 2017

Dear Applicant,

We represent the pupils' voice of St Osmund's Catholic Primary School. As a group we have been thinking carefully about the qualities we would like to see in our future headteacher. Below, we have listed the qualities that we think are the most important:

- Embrace the school motto
- Be welcoming and approachable
- Present interactive assemblies that are fun and interesting for all year groups
- Speak from your heart
- Be dedicated
- Be fair, firm, strict
- Be willing to try new things
- Have a sense of humour
- Be competitive
- Be a good role model for children and staff
- Show kindness
- Be energetic
- Supportive of all the children and their families
- Imaginative
- Be ready for anything
- Doesn't frighten younger pupils
- Teaches because they love it

We look forward to meeting you when you come to our school and hope you will be able to show some of these qualities when you become our new headteacher.

Yours faithfully,

The Pupil Body of St Osmund's Catholic Primary School

## Job Description

### Headteacher St Osmund's Catholic Primary School

This job description is based on the national standards of excellence for Headteachers and adapted for leadership in a Catholic School

#### **Domain 1: Qualities and Knowledge**

1. Have a clear Catholic vision and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, as well as towards parents, governors and members of the local community. Be a witness to the gospel each day.
3. Lead by example; with integrity, creativity, resilience, and clarity – drawing on their own faith, 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.
5. Work with political and financial astuteness, within a clear set of principles 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 work with our consultant headteacher to drive the strategic leadership, empowering all pupils and staff to achieve its Outstanding potential.

#### **Domain 2: Pupils and Staff**

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 nature of catholic schools.
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.
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 motivated and supported 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

### **Domain 3: Systems and Process**

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.
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 society.
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.
4. Welcome strong governance and actively support 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. With support of the consultant headteacher, 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.

### **Domain 4: The Self-Improving School System**

1. Create an outward-facing school which work with other schools within the Diocese and beyond in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social 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 education in young people's lives and to promote the value of education.



# Person Specification

## Headteacher St Osmund's Catholic Primary School

Criteria	Essential	Desirable	Evidence (AF/I/C/Ref)
<b>QUALITIES, EXPERTISE AND KNOWLEDGE</b>			
Good honours degree	✓		C
Qualified teacher status/GTC registered	✓		C
National Professional Qualification for Headship (achieved or underway)		✓	C
Experience as an effective leader at senior leadership team level in a school	✓		AF/Ref
Evidence of continuing professional development and relating to Catholic ethos		✓	AF/C/Ref
Is a practicing and committed Catholic	✓		AF/I/Ref
Is committed to Catholic Education	✓		Ref/I
Promotes the distinctive nature of Catholic education and/or is actively involved in the parish and wider community	✓		AF/I
Has an understanding of the head of school's role as a spiritual leader of the community, leading the spiritual development of pupils and staff in the school	✓		AF/I/Ref
Ability in leading acts of worship in Catholic schools	✓		I/Ref
Ability to articulate, share and transform a vision of primary education within the context of the mission of a Catholic school	✓		AF/I
Ability to ensure effective strategic financial planning and budgetary management to achieve best value		✓	AF/I
Proven skills and experience in analysing data, developing strategic plans, setting targets and monitoring/evaluating progress to lead school improvement	✓		AF/I
Commitment to the promotion of an inclusive school community	✓		AF/I
<b>PUPILS AND STAFF</b>			
A secure understanding of the requirements of the National Curriculum	✓		AF/I
Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students	✓		AF/I/Ref
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	✓		AF/I/Ref
Understand the characteristics of an effective learning environment and the key elements of successful behaviour management.	✓		AF/I
Promote successful teaching strategies in every classroom	✓		AF/Ref
Promote successful teaching and learning in religious education across the key stages	✓		AF/I/Ref
Understanding of strategies for performance management and be able and willing to hold others to account through a robust appraisal system	✓		AF/I
<b>SYSTEMS AND PROCESSES</b>			
Demonstrate current knowledge of the expectations within the Ofsted inspection framework	✓		AF/I/Ref
Ability to develop and sustain a safe, secure and healthy school environment	✓		AF/I
Ability to manage the school efficiently and effectively on a day-to-day basis	✓		AF/I
Experience of whole school self-evaluation and improvement strategies	✓		AF/I/Ref

Ability to initiate and experience leading, planning and managing projects for implementing change		✓	AF/I/Ref
Demonstrate an understanding of the statutory role and duties of the governors and work in partnership to ensure governors are enabled to carry out their specific responsibilities	✓		AF/I
Ensure statutory policy documentation is in place and enforced by all	✓		I
Build and maintain effective relationships with parents, carers, partners and the community, which enhances the education of all pupils	✓		AF/I/Ref
Apply the principles and practice of quality assurance systems including school review, self evaluation, performance management and stakeholder and community involvement		✓	AF/I
Lead the team effectively and efficiently towards the academic, social, cultural and physical development of all pupils	✓		AF/I
Demonstrate emotional resilience	✓		I/Ref
<b>THE SELF-IMPROVING SCHOOL SYSTEM</b>			
Collaborate and communicate with a wide range of audiences including parents, pupils, colleagues, governors, Diocese, LA; other schools and colleges		✓	AF/I
Demonstrate positive impact through their role in their current environment	✓		AF/Ref/I
Ability to give and receive effective feedback and act to improve personal performance	✓		AF/Ref
Challenge, influence, motivate and support others to attain high standards	✓		AF/I/Ref
Understand and discuss local and national educational policy and trends		✓	AF/Ref/I
Understand what constitutes quality in educational provision, the characteristics of effective schools and effective strategies for raising standards and the achievement of all pupils	✓		AF/I
Knowledge of latest educational theory in the provision and development of the primary curriculum		✓	AF/I

Evidence: AF = Application form; C = Certificate; I = Interview; Ref = Reference