

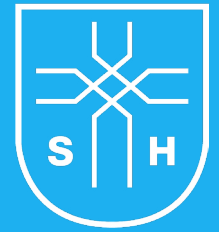


St John The Baptist Catholic MAT

Sacred Heart Catholic Primary School

# Headteacher Candidate Pack





# Welcome letter from our Chair

Dear Applicant,

Thank you for your interest in leading the team at Sacred Heart Catholic Primary School as Headteacher.

Sacred Heart is a Primary School in which the Catholic ethos is evident in the relationships between all children and adults and in the prayer life of the school. We are an extremely strong and stable school with an excellent reputation within Peterborough and the local community. We work together as a community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals, and encouraged to meet their full potential while delivering a quality caring education to our children. The staff are enthusiastic, dedicated and loyal, and are well supported by the wider Trust offer regarding CPD and other benefits; recruitment is not an issue at the school and there is a strong record of developing from within.

We are looking for an inspired individual who relishes the challenge to continue and improve our wonderful school into the future.

Our next Headteacher will have the opportunity to lead a good school to reach its potential of outstanding and with our support will realise their full potential as a leader and develop alongside the school and Trust in their career and expertise. We are excited to meet candidates and want to make sure that you have the best possible opportunity to present yourself and as such would encourage you to visit the school and enjoy a tour with the current Headteacher. This will let you assess if you would want to take up this challenge, find that it fits with your own values, and ensure you are better informed as to the role.

To arrange a visit to the school or speak further about this position, please contact our retained consultant at **Academicis**:  
**Tracy Laverack: [tlaverack@academicis.co.uk](mailto:tlaverack@academicis.co.uk) or 01223 907979/07554 118 997**

Kind regards

**Larry Binns**

Chair, Local Governing Body of Sacred Heart Catholic Primary School





# Welcome letter from our CEO and Deputy CEO

Dear Applicant,

We are delighted that you are interested in applying to become our Headteacher at Sacred Heart Catholic Primary School in Peterborough. Sacred Heart is an extremely strong and stable school, with an excellent reputation within Peterborough and the local community. We were delighted that the school was rated as 'Outstanding' at the recent Diocesan Section 48 Inspection. The next Headteacher will build upon the school's strong foundations, including an excellent staff team and a supportive and active Local Governing Body, to further develop the school.

Sacred Heart is a hugely well-regarded school in Peterborough, extremely popular and successful. It has strong links with other local schools and works closely with the St John the Baptist Catholic Multi Academy Trust and the other Catholic schools in Peterborough. The school's values are firmly rooted in Christian values and Sacred Heart has very strong links with the local communities and Parish. Families are at the heart of the school, indeed the school is a Mass centre for the local community.

The staff are enthusiastic, dedicated and loyal, and are well supported by the wider Trust offer with regard to CPD and other benefits; recruitment is not an issue at the school, and there is a strong record of developing from within.

As our new Headteacher you can expect to have the full support to develop yourself as a leader, supported by a Trust which has a strong reputation for Teaching, Learning and curriculum development. We have a dedicated team which leads on finance, site and ICT and will work with the Leadership Team to ensure best provision and resources for the school. The Trust has a Teaching School Hub and a Research School, both based in Norwich, which the Headteacher and school access to develop the highest standards of support for teachers at all career stages. This post offers exciting opportunities to not only lead a very successful school, but to contribute to and gain from a Trust wide vision for learning, participating in leading and developing CPD across the region, if that is of interest to you. An expert team of educators will support the Headteacher to develop and implement their vision for the school, and we invite you to look at our Trust website for details of both the Julian Teaching School Hub and the Norwich Research School, who work closely with the Peterborough LA and schools in the area.

Our next Headteacher will have the opportunity to lead a good school to reach its potential of outstanding and with our support will realise their full potential as a leader and develop alongside the school and Trust in their career and expertise. We are excited to meet candidates and look forward to inviting you to visit us in the near future.

Yours faithfully,



**Brian Conway**  
CEO



**Kim Payne**  
Deputy CEO



## About the Trust

St John The Baptist is a Catholic Multi Academy Trust (MAT), opened in 2012 and has 10 schools in Norfolk, North Suffolk and Peterborough.

The Trust is a strong network of schools (9 Primary Schools and 1 Secondary School) in the Roman Catholic Diocese of East Anglia, who work together and across the educational landscape to provide an outstanding education for all our pupils, whilst also nurturing a supportive development of ethos and pastoral care within their Catholic mission.

Our vision is the provision and development of a world class community of schools, providing the highest possible care, support opportunities and outcomes for every child. Pupils are cherished for who they are, as much as for what they achieve, and all achievements are celebrated.

The Trust Directors work closely with schools, their governors, staff, parents and the local community to develop together the successful young men and women of our future. We aspire for all our pupils to become valued citizens equipped with a vocation to serve their local community and global society.

## Our Mission Statement

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

Our distinctive ethos is founded on the Gospel values of faithfulness, humility, truth, forgiveness, tolerance, dignity, service and respect.

### Working within this framework, we:

- **Lead by example:** respect others as you would wish them to respect you
- **Strive for excellence:** give your best efforts to achieve the best you can
- **Ensure education for all:** with a particular duty of care for the disadvantaged
- **Uphold commitment to the Common Good:** nurturing a community of mutual support to benefit all
- **Serve through partnerships:** reaching out to other schools to explore new approaches, develop best practice, and provide support.

# A welcome from Sacred Heart Catholic Primary School



We would like to extend to you a warm welcome to Sacred Heart Catholic Primary School. We hope that this will be the beginning of a successful and rewarding partnership with our next Headteacher at the helm.

Sacred Heart is a Catholic School with Academy status and we uphold our Catholic beliefs and have strong links with our local Parish of the Sacred Heart and St Oswald, Peterborough. These beliefs can be clearly seen in our policies, in the daily life of our school and as we celebrate collective worship together.

We regard the primary years of education as a vital time in a child's life. Here at Sacred Heart we offer an exciting, stimulating and caring environment for each child to learn and develop their full potential; academically, physically, spiritually and morally. We aim to prepare children for the next step in their lives while developing their levels of confidence and independence. The inclusive nature of our school community enables calm, focused and reflective learning to take place across all curriculum areas.

We are very fortunate to have a hardworking and dedicated team of staff and governors who are committed to delivering a high standard of education to all learners. Alongside this, we have an enthusiastic Friends of Sacred Heart group that provide a range of events for our families to enjoy outside of the school day.

Choosing the right school to take your next step as Headteacher can be a difficult decision. We hope that this information pack provides you with useful information about our school and tempts you to submit an application. However, this pack cannot replace a visit, which will offer you the opportunity to experience the true atmosphere to be found in our school. You are most welcome to make an appointment to visit during which you will be given a tour of the school and meet the children and staff, and we look forward to welcoming you as our potential next Headteacher.

*Together we live and learn, we play and pray*

# About Sacred Heart Catholic Primary School



## School Values and Ethos

Sacred Heart is a Primary School in which the Catholic ethos is evident in the relationships between all children and adults and in the prayer life of the school.

We work together as a community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals and encouraged to meet their full potential.

### Every child is:

- valued and respected as an individual
- listened to and encouraged to participate fully
- encouraged to take responsibility for their actions
- motivated to do their best in everything

### We offer learning experiences which:

- are fun, stimulating, creative and "hands-on"
- encourage children to be environmentally aware
- help them to think how their actions impact on others, locally and globally

*Together we live and learn, we play and pray*

# Headteacher

## Sacred Heart Catholic Primary School

- Post Title:** Headteacher
- Purpose:**
- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
  - To monitor and support the overall progress and development of all staff and students.
  - To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
  - To contribute to raising standards of student attainment.
  - To lead the school's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.
- Reporting to:** St John the Baptist Catholic MAT Board of Directors, Local Governing Body, CEO
- Liaising with:** Senior Management Team, teaching/support staff, LA, MAT and Diocesan representatives, external agencies and parents
- Salary/Grade:** Leadership L15-L21
- Disclosure level:** Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

## Job Description

This appointment is with the Directors of the Trust under the terms of the St John the Baptist Catholic Multi Academy Trust (SJB CMAT) contract based upon the Catholic Education Service contract which is signed with the Trust as employers. The Directors and LGB will appoint a practising Catholic who can show by example and from experience that he or she will work to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Headteachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.

The Headteacher is accountable to the Directors and Local Governing Body for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Directors and Local Governing Body. The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary. The Directors and the Local Governing Body of the School are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.





## Job Description *continued*

### General Roles and Responsibilities

To exercise the ministry of a teacher under the supervision of the Diocesan Bishop, and to exercise the professional duties and maintain the professional standards of a Headteacher in the School under the directions of the Board of Directors and in accordance with:

- o the provisions of the Education Acts and any associated regulations;
  - o the Funding Agreement and the Memorandum and Articles of Association of the SJB CMAT;
  - o Canon Law in relation to the governance and the Catholic character of the Academy;
  - o the Teachers' Standards from time to time published by the Department for Education;
  - o the conditions of employment prescribed in the School Teachers' Pay and Conditions Document ("STPCD") from time to time in force, and the National Workload Agreement, where applicable;
  - o any policies, procedures, regulations or rules of the SJB CMAT and its Board of Directors
- To be conscientious and loyal to the aims and objectives of the SJB CMAT and its Board of Directors and the School;
  - To preserve and develop the Catholic character of the School;
  - To have regard to the Catholic character of the School and not to do anything in any way detrimental or prejudicial to the interest of the same.
  - To take part in acts of religious worship and to lead them;

- To instruct and supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to you and to be present at such religious examinations of the children as may be directed to be held by the SJB CMAT and its Board of Directors.
- To cooperate with the Diocesan Bishop;
- To consult, where appropriate, with the Diocesan Bishop, the SJB CMAT and its Board of Directors and the staff of the Academy;
- To promote good relationships with the Local Authority and the parents/guardians of the pupils of the School.
- To lead and participate in the selection and appointment of the teaching and non-teaching staff of the School, subject to the advice of the Diocesan Education Service and the HR Provider as appropriate and as agreed with the SJB CMAT and its Board of Directors.
- To secure that all pupils in attendance at the School take part in daily collective worship and secure that worship is in accordance with the rites and teachings of the Catholic Church in accordance with the provisions of the Academy Funding Agreement.
- To determine and ensure the implementation of a policy for the pastoral care of the pupils in accordance with the teachings of the Catholic Church.

## Job Description *continued*

- To provide for liaison and cooperation with officers of the Diocesan Education Service, making such reports to the Diocesan Education Service and the Directors and Trustees in connection with the discharge of your functions as they may properly require, either on a regular basis or from time to time.

### Leadership and Management of Student/ Pupil Achievement, Spiritual Growth, Progress and Safety

- Ensure that student safety is at the centre of all of the School's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all students/pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on students/pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of students/pupils.

### Leading and Managing Staff

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key improvement priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.

- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

### Leadership and Management of Curriculum

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's curriculum on student opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of all students/pupils
- Ensure that the curriculum enables students/pupils to progress successfully to the next stage of education on exit from the school.

### Managing Resources

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Directors and Local Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students/pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.





## Job Description *continued*

### Stakeholders and the Local Community

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community, particularly the Parish and clergy to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its Catholic values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially other primary schools and secondary schools which the school feeds, and promoting innovative initiatives.

### Accountability and Governance

- Work with the Directors and Local Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted, the Trust and others, to enable them to contribute effectively.

### Teaching

- Teach as necessary and appropriate relative to the other duties of the post.

### Other Specific Duties:

- To play a full part in the life of the school community to lead its distinctive mission and ethos and to encourage staff and students to follow this example.
- To lead the school in meeting its legal requirements for worship.
- To promote actively the school and Trust's corporate policies.
- To continue personal development as agreed.
- To lead the implementation and comply with the school's Health and Safety policy and undertake risk assessment as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at anytime after consultation with the postholder. Employees of the Trust are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The LGB will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Directors to reflect or anticipate changes in the job which are commensurate with the salary and job title.





# ACADEMICIS

## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at **Academicis: Tracy Laverack: [tlaverack@academicis.co.uk](mailto:tlaverack@academicis.co.uk)**  
**Tel: 01223 907972/07554 118997**

Please email your application to: **[tlaverack@academicis.co.uk](mailto:tlaverack@academicis.co.uk)**

Closing date: **Noon, Monday 9th May 2022**

Shortlisting date: **Wednesday 11th May 2022**

Interviews: **Wednesday 18th and Thursday 19th May 2022**

### St John the Baptist Catholic MAT

Surrey Street  
Norwich  
NR1 3PB

### Sacred Heart Catholic Primary School

Tollgate, Bretton  
Peterborough  
PE3 9XD

