



**HEADTEACHER**  
**CANDIDATE INFORMATION**  
**St Anselm's Catholic Primary School**





## Dear Applicant

**Thank you for your interest in St Anselm's Catholic Primary School.**

No doubt you will already have seen from your own researches that we are an outstanding school: both Ofsted and the Diocese of Southwark have made that judgement in their most recent inspections. However, those formal assessments, of which we are very proud, only tell part of the story. This continues to be a successful school, as measured by results in national tests. But we are also a very happy school in a close and friendly local community. Our focus is always on the work and the word of the Lord. For us, Catholicism is not an add-on to a successful learning environment, it is at the heart of it.

We are a comparatively small single-form entry school. We are always over-subscribed, but at present are unable to expand. You may have views on whether that might be achievable, or even be undesirable.

Half of our Governors are or were parents of children at the School, and one is a former pupil. We are very proud of this continuity, which we think serves as a reminder that we are merely custodians for the time being of the School and the children.

It might be thought that being Headteacher of an established successful school offers few challenges. We think the opposite is the case – maintaining the high standards developed over many years, and taking the School forward, is likely to prove a task worthy of only the brightest and the best.

I look forward to hearing from you.

Yours faithfully,

Anthony Bell  
Chair of Governors



## Dear Candidate

**Thank you for your interest in applying for the position of Headteacher at St Anselm's RC Primary School.**

You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.wandsworth.gov.uk/>.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria.

We encourage you to visit the School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling Mrs S Hodgson, School Admin Officer on 020 8672 9227.

The deadline for us to receive your completed application is midnight on Sunday 10 April 2016. Shortlisting will take place on Wednesday 13 April 2016.

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place w/c Monday 18 April 2016.

Successful applicants will be invited to an interview and assessment day on Friday 22 April 2016.

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 8273 or by e-mail to [csschools@wandsworth.gov.uk](mailto:csschools@wandsworth.gov.uk) to receive an application pack or with enquiries regarding the application process. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours sincerely

Lesley Lynch  
Senior Human Resources Officer

# ABOUT OUR SCHOOL

## St Anselm

Anselm lived between 1033 and 1109. He became Abbot of the Monastery of Bec, a famous centre of learning and later, he was appointed Archbishop of Canterbury. Anselm struggled bravely for the rights and liberties of the Catholic Church in England against William Rufus and Henry I. He wrote many learned works including a famous argument for the existence of God and was canonized in 1494. Anselm's life was characterised by holiness, honesty, courage and great learning – qualities that we work hard to encourage within our pupils.

## Our Mission Statement

As a Catholic school and community, we share a common vision where Christ is at the centre of all our work. Our school policies embody principles of love, service, respect and reconciliation. We strive to recognise the dignity of each member of our school community and to nurture and challenge our pupils to be lifelong learners.

## Our Statement on Equality

At St Anselm's School, we are committed to equality for all our pupils and employees. We welcome our duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and foster good relations. All aspects of our school life are centred on our School Mission Statement.

Here are some of the ways we achieve this:

- Together with the school's governing body, the Senior Leadership Team have responsibility for ensuring equality for all members of our school community.
- We have clear procedures for dealing with prejudice and bullying incidents.
- We regularly use pupil data to gather information on pupil ethnicity and gender.
- We use assessment data to ascertain whether there are any significant differences in attainment between girls and boys and between pupils of different ethnic backgrounds.
- We review pupil support to meet all pupils' needs.

We regularly review our statement on equality.



# JOB DESCRIPTION

## Purpose of Job

The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions document, which should be read in conjunction with this document.

Other duties include:

- Meet the National Standards for Headteachers
- Achieve any performance criteria, objectives and targets agreed with, or set by, the school's Governing Body.

## Key Priorities

The Headteacher, who is accountable to the Governing Body, will develop the school's current ethos, provide vision, leadership and strategic direction for the school, ensuring that it is well managed and organised to meet its aims and targets.

The Headteacher will provide professional and inspirational leadership, promoting a secure foundation from which to improve further and maintain high standards in all areas of the school's work.

In addition, the Headteacher will be committed to the safeguarding and welfare of all pupils and to promoting high standards of behaviour and discipline, enabling them to participate, learn, enjoy and achieve.

The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon the school's strengths and high expectations and move our school forward.

## Shaping the Future

- Lead by example, challenge and provide inspiration, motivation, vision and purpose for all pupils, staff, governors and parents.
- Ensure that the school is managed effectively in all aspects so that it contributes to the full development of each child's potential.
- Create, implement and maintain a strategic plan, underpinned by sound financial planning, which drives school improvement.
- Ensure the school has in place appropriate procedures to meet all statutory requirements.
- Ensure the school vision is clearly articulated, shared, understood and acted upon by all.



### Leading Learning and Teaching

- Enable a consistent and continuous focus on pupils' achievement using data and benchmarks to monitor progress in every child's learning.
- Promote creative, responsive and effective approaches to learning and teaching.
- Ensure that learning is at the heart of everything that is done.
- Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring.
- Encourage a culture and ethos of challenge and support, where all pupils can achieve their best and become engaged in their own learning in a supportive and inclusive environment.
- Demonstrate high expectations and set stretching targets for the whole school.
- Secure high standards of behaviour and attendance.
- Further develop an inspiring curriculum with an effective assessment framework.

- Employ new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice, promoting continuous improvement strategies.

### Developing Self and Working with Others

- Build on the collaborative learning culture within the school.
- Lead by example and create a shared commitment and responsibility for the school through team work, distributed leadership and professional reflection.
- Continually improve and maintain effective strategies and procedures for staff induction, professional development and performance review so that staff reach their full potential.
- Challenge underperformance at all levels and in all areas of the school and ensure effective corrective action and follow-up.
- Treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture and inspire others to maintain a healthy work/life balance.

### Managing the Organisation

- Create a structure which reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
- Manage the school's financial and human resources effectively and efficiently.
- Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
- Develop the successful performance management processes with all staff.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations.
- Ensure that resources are used to improve the quality of education for the pupils and provide value for money.
- Use and integrate a range of technologies efficiently and effectively to manage the school.
- Ensure that there is due regard for the safeguarding of children.



## JOB DESCRIPTION

### Securing Accountability

- Fulfil commitments arising from contractual accountability to the Local Authority.
- Work with the Governing Body to enable it to meet its responsibilities.
- Work with the Diocese and the Parish to develop the school ethos.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Be an excellent communicator and listener, honestly reflecting on the views of others.

### Strengthening Community

- Build on the school culture, which takes account of the richness and diversity of the school community.
- Promote positive strategies for dealing with difficult behaviour, including harassment.
- Ensure learning experiences are linked and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families.
- Maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, working in partnership with other schools.
- Co-operate and work with relevant agencies to protect children.

### Safeguarding and Promoting the Welfare of Children

- Ensure a safe and supportive school culture.
- Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals.
- Develop and introduce policies and practices that remove opportunities for abuse.

# PERSON SPECIFICATION

## INTRODUCTION

The core purpose of the Headteacher in a Catholic school is to provide leadership in the context of a community rooted in the Catholic faith. Thus it is an essential requirement that the person appointed to the post has a strong, personal faith and recognises the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

Key: (E) is an essential criterion and (D) is a desirable criterion.)

## FAITH COMMITMENT

- A practising and committed Catholic (E)
- A secure understanding of the distinctive nature of the Catholic school (E)
- Understanding of the Headteacher's role as pastor (E)
- Understanding of the school's role in the Catholic and wider community (E)
- Ability to demonstrate care, compassion and reconciliation (E)
- Ability to lead acts of worship in the Catholic school (E)
- Evidence of participation in parish or Catholic community life (E)

## QUALIFICATIONS AND TRAINING

- Qualified teacher status (E)
- Honours graduate or equivalent (E)
- Evidence of continuing professional development including leadership (E)
- Evidence of ability to lead quality professional development opportunities (E)
- Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education (D)
- NPQH or Equivalent (D)

## EXPERIENCE

- Proven successful track record of teaching in at least two key stage areas (E)
- Successful experience of senior leadership at assistant or deputy level or equivalent (E)
- Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives (E)
- Thorough knowledge and understanding of current educational issues (E)
- Recent experience in a Catholic school (D)

## STRATEGIC LEADERSHIP

- Ability to articulate and share a vision for the Catholic school (E)
- Ability to inspire and motivate all in the school community (E)
- Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement (E)
- Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes (E)
- Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all (E)
- Understanding of the role of the governing body in the Catholic school (E)
- Ability to develop and maintain a positive culture of high expectation and performance (E)
- Understanding of and commitment to promoting the safeguarding and welfare of pupils (E)

## LEARNING AND TEACHING

- A secure understanding of the statutory requirements for the curriculum and assessment (E)
- Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs (E)
- A secure understanding of assessment procedures and practices which enhance pupils' learning (E)
- Experience of effective monitoring and evaluation of learning and teaching (E)
- Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology (E)
- Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour (E)
- The ability to role model excellent teaching (D)
- An understanding of the Curriculum Directory for Religious Education (D)

## LEADING AND MANAGING STAFF

- Ability to build and support effective teams (E)
- Ability to delegate and support colleagues (E)
- Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual (E)
- Understanding of budget planning, staff deployment and effective use of resources (E)
- A commitment to the pastoral care of staff (E)
- Experience of working with governors in strategic areas (D)
- Involvement in staff recruitment, appointment and induction (D)

## ACCOUNTABILITY

- An understanding of the relationship between the Headteacher and the governing body (E)
- Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media (E)
- Ability to produce clear reports, information and advice to staff and governors (E)
- Ability to provide clear information to the Diocese and the CES when required (E)
- Ability to set clear targets and the means in which to achieve them (E)
- Ability to present the school at its best in the Catholic and wider communities and in the media. (E)
- Understanding the criteria for evaluating a Catholic school (D)
- Experience of presenting reports to governors (D)

## SKILLS, QUALITIES & ABILITIES

- High quality teaching skills (E)
- Unreserved commitment to the mission of the Catholic school (E)
- High expectation of pupils' learning and attainment (E)
- Strong commitment to school improvement through the pursuit of excellence (E)
- Ability to build and maintain good relationships (E)
- Ability to remain positive and enthusiastic when working under pressure (E)
- Ability to prioritise, meet deadlines and manage own time effectively (E)
- Empathy with children (E)
- Good interpersonal skills (E)

## PERSONAL ATTRIBUTES

- Stamina, energy and resilience (E)
- Sense of humour (D)
- Optimistic outlook (D)
- Confidence (E)
- Commitment to own work / life balance (E)

## STAFF

### HEADTEACHER

Mrs C Macauley

### ASSISTANT HEADTEACHERS

Mrs M Carter

Mrs D Roberts

### TEACHERS

Mrs M Carter – Year 6

Miss T Cowan – Year 5

Miss C Ogilvy – Year 4

Mrs D Robert – Year 2

Mrs L Varyawa – Year 1

Mrs C Lawlor

Miss J Trimble – Reception (EYFS)

Ms M Diver – Senco/KS2 Pupil Support

Mr M Dunn – IT Pupil Support

### SPORT

Mr O Kanner – Director of Sport

Mrs M Nicholson – Girls' Sports Coach

### SCHOOL GOVERNING BODY

Foundation Governors – (appointed by the Archdiocese of Southwark)

Mr Anthony Bell – (Chair of Governors)

Fr Will Hebborn – (Vice-chair)

Mr Simon English

Miss Annette Figueiredo

Mr Thomas McCarthy

Mr Joe Mullens

Dr Andrea Ogbonna

### OTHER GOVERNORS

Cllr Fleur Anderson –

Local Authority Representative

Mrs Clare Bradbury (elected by parents)

Ms Margaret Diver (elected by staff)

Mr Michael Keoghnan (elected by parents)

Mrs Christina Macauley (Headteacher)

### CLERK

Miss J Cullen

### MUSIC

Mr S Locke – Director of Music

### LEARNING SUPPORT STAFF

Miss G Conneely Mrs B Fitchett,

Miss A McKenzie, Mrs I Scott,

Mrs J Cutting, Mr T Masters,

Mrs Y Dormon Mrs R McGill

and Mrs L Ireland

### LUNCH SUPERVISORS

Mrs B Fitchett, Mrs I Scott,

Miss G Conneely Mrs R McGill,

Miss A McKenzie, Mr T Masters,

Mrs J Cutting, Mrs Y Dormon

and Mr R Samuel

### ADMINISTRATION STAFF

Mrs S Hodgson –

Senior Administration Officer

Mrs C Patel, Mrs K O'Flynn –

Administration Assistants

### PREMISES OFFICER

Mr A Stewart

## St Anselm's Catholic Primary School

19 Tooting Bec Road

London SW17 8BS

Tel: 020 8672 9227

Fax: 020 8767 6134

Website: [www.stanselms.wandsworth.sch.uk](http://www.stanselms.wandsworth.sch.uk)