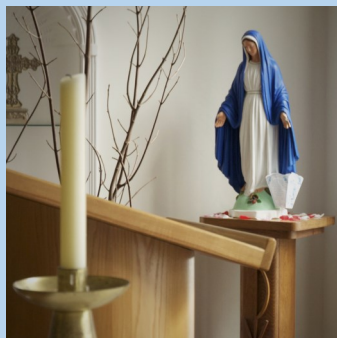
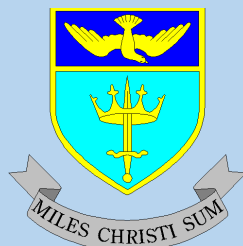


ST ALBAN'S RC HIGH SCHOOL, PONTYPOOL

Ysgol Uwchradd Gatholig Alban Sant



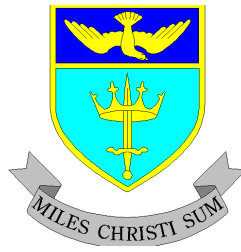
Application pack for the position of Head Teacher

BE THE BEST YOU CAN BE

Closing Date: Noon on Friday 12th May 2017

Shortlisting: Wednesday 17th May 2017

Interviews: Thursday 25th and Friday 26th May 2017



Welcome from the Governors

Dear Prospective Applicant,

Thank you for your interest in the post of Headteacher at St Alban's Roman Catholic High School, which is a mixed 11 - 18 school with 1005 pupils currently on roll, 262 of whom study in our thriving Sixth Form.

We are looking for an inspirational and dynamic individual who can demonstrate that they have the ability to lead us through the national and local challenges which lie ahead within a changing landscape in education.

Our school motto, 'Miles Christi sum', means that we aim not only to provide the best academic and vocational education possible, but also to nurture young people in their faith so that they can live out the gospel message of Jesus Christ. We believe that education is not just a means of achieving recognition in public examinations but is also an opportunity for spiritual, moral, personal, social, physical and cultural growth.

Our new Headteacher will need to demonstrate their Catholic faith and the ability to provide the Catholic leadership which will enable our pupils to deepen their knowledge and understanding of their faith and offer them the opportunity to engage actively in the Church and her liturgy, especially the Mass.

Prospective candidates should know that the Archdiocese of Cardiff has expressed an interest to the Welsh Government to establish a 3 – 16 school (or 3 – 18 if the Council's current proposal for post-16 provision in Torfaen does not proceed) on a site in Cwmbran subject to funding being available. This would have the effect of bringing together St David's and Our Lady of the Angels primary schools in the south of the county borough and St Alban's school. There is no decision at present, but if the Welsh Government supports the proposal it will be subject to statutory consultation.

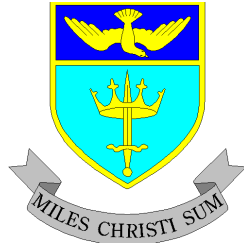
We see this as a unique and exciting opportunity for someone who has suitable experience, expertise and vision to have a major impact not just on faith education in Torfaen but also on the wider community.

If you are appointed you will be supported by excellent staff, outstanding students, supportive families and a governing body who, with you, will enable St Alban's to build on its present excellent practice and to embrace the changes necessary to take it to the next stage of its journey in forming future adults to lead caring, compassionate and fulfilled lives.

I would be very happy to have an informal chat with you or to answer any queries you may have regarding this post if you wish to give me a call on 07793 503260.

I hope the information that you have received will encourage you to apply for this post.

Father David Hayman,
Chair of the Governing Body.



HEADTEACHER

Leadership Scale L29 – L35



Method of Application

Please apply using the appropriate CES application form which is available online at www.catholiceducation.org.uk. Your supporting statement should pay attention to the national standards for a Headteacher and also include:

- Your reasons for applying for this position and your vision as Headteacher at St Alban's.
- Your experience, education, training and skills which you feel make you a suitable person to lead our school.
- An indication of your strengths, both personal and professional, as they meet the person specification outlined in the pack.

You are asked to give the names of three referees, one of whom should be your Chair of Governors and one of whom should be your Parish Priest.

Your completed application form should be returned to: Father David Hayman, either by post to St Alban's Presbytery, Conway Road, Pontypool, Torfaen, NP4 6HL, or by email to the following address: davida.hayman@gmail.com



HEAD TEACHER JOB DESCRIPTION

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will 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 Teachers' Pay and Conditions document, the Leadership Standards as set out in *"Revised professional standards for education practitioners in Wales"* – Welsh Government Circular 020/2011, and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, the Governing Body, the Archdiocese of Cardiff, the Local Authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The strategic direction 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 Development/Improvement Plan.

The Headteacher works with the Governing Body to develop a vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within diocesan, local and national contexts.

MAIN TASKS

- 1.1 To work with the Governing Body and staff, to determine and fulfil the Mission Statement.
- 1.2 To work with the Governing Body, in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 To ensure and agree the production of the School Improvement Plan.
- 1.4 To monitor and evaluate the performance of the school and its achievements as a Catholic school, responding and reporting to the Governing Body as required.

- 1.5 To motivate staff and pupils through interest, encouragement and recognition of their unique value.
- 1.6 To ensure that all activities are operated in accordance with Equal Opportunities legislation.
- 1.7 To participate, to such an extent as may be appropriate having regard to the Headteacher's other duties, in teaching pupils at the school.
- 1.8 To ensure that the management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources.
- 1.9 To arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when absent from school.

TEACHING AND LEARNING

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher works with the Governing Body to secure and sustain effective teaching and learning throughout the school. He or she monitors and evaluates the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

MAIN TASKS

- 2.1 To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:
 - A. follows the curriculum policy of the Governing Body and meets statutory requirements
 - B. is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational needs;
 - C. ensures the Diocesan policy on Religious Education is fulfilled;
 - D. fulfils the Headteacher's statutory duties in relation to the Curriculum, including the National Curriculum;
 - E. makes appropriate arrangements for the daily Act of Collective Worship and the spiritual life of the school.

2.2 To develop means whereby:

A) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;

B) the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;

C) Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school;

D) there is continuity of learning and of progression for all pupils;

E) challenging targets are set for pupil attainment leading to whole school improvement;

2.3 To provide a curriculum for the spiritual, moral, social and cultural development of all pupils.

2.4 To ensure appropriate pastoral care and guidance for all in accordance with the Mission Statement.

2.5 To determine appropriate pupil groupings which reflect the values of the Mission Statement.

2.6 To determine and publicise the means for promoting:

1. pupils' self discipline;

2. respect for self, others and authority;

3. good behaviour on and off school premises in accordance with any written directions of the Governing Body.

2.7 To handle pupil disciplinary cases, in accordance with school policy and the provisions of the 2002 Education Act.

2.8 To promote a school ethos which extends opportunities for learning and encourages extra-curricular activities, for the wider community as well as the pupils.

LEADING AND MANAGING STAFF

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should 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.

The Headteacher's leadership should motivate, support, challenge and develop staff.

MAIN TASKS

- 3.1 To assist the Governing Body in determining the staff structure of the school.
- 3.2 To assist the Governing Body and participate in the key tasks of selecting and appointing teaching and non-teaching staff, having regard to Diocesan and Local Authority guidelines and advice.
- 3.3 To deploy and manage all teaching and non-teaching staff appointed to the school by allocating particular duties, including such duties of the Headteacher as may be properly delegated in a manner which is reasonable and consistent with their conditions of employment.
- 3.4 To ensure that cover is provided for absent teachers and is shared as equitably as possible.
- 3.5 To promote and develop good management practice, positive staff participation, effective communication and clear procedures.
- 3.6 To supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, including to participate in the identification of areas in which he/she would benefit from further training and undergoing such training.
- 3.7 To implement staff development policies appropriate to the Catholic nature of the school in relation to:
 - (a) the induction of new and newly qualified teachers and other staff;
 - (b) the development of professional knowledge, skills and abilities including those necessary for career development;
 - (c) the provision of professional advice, support and training;
 - (d) the provision of references where relevant to career progression.
- 3.8 To maintain positive and professional relationships with individual and groups including staff unions and associations.
- 3.9 To demonstrate effective leadership through good professional practice.
- 3.10 To participate in the setting and/or monitoring of annual and other targets relating to their own performance and that of other senior staff.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

In the 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 Statement. The Headteacher deploys staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the Strategic plans determined by the Governing Body.

MAIN TASKS

- 4.1 To implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the Mission Statement, other guidance and any legal requirements.
- 4.2 To allocate, control and account for those financial and material resources of the school which are delegated to the Headteacher.
- 4.3 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any relevant Regulations and Governing Body responsibilities under Health and Safety and other relevant legislation.
- 4.5 To seek to provide an attractive environment which stimulates learning and expresses the Catholic identity of the school.
- 4.6 To ensure that those external agencies and services contracted to the school work effectively.

ACCOUNTABILITY

In a Catholic School the Headteacher fulfils his or her responsibilities in accordance with the Mission Statement. The Headteacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with the national legislation. The Headteacher accounts for the efficiency and effectiveness of the school to the Governing Body and the wider community of the school.

Main Tasks

5.1 In relation to the Governing Body:

- A) to advise and assist in the exercising of its functions;
- B) to attend meetings of the Governing Body (without prejudice to any rights the Headteacher may have as a governor of the school);
- C) to report to the governing body annually on the professional development of all teachers at the school;

5.2 In relation to parish(es) and the community:

- A) to develop and maintain positive relationships with the parish community;
- B) to ensure that the school recognises and meets its responsibilities to the life of the local community;
- C) to report to the governing body as required.
- D) to promote a positive image of the school in accordance with the Mission Statement.

5.3 In relation to the Archdiocese:

- A) to recognise the authority of the Archbishop in relation to the provision of education in the Archdiocese;
- B) to work with the Diocesan officers and to provide them with such information as they require.

5.4 In relation to parents and those with parental responsibility:

- A) to build an effective partnership between parents and the school, recognising them as the first educators of their children;
- B) to promote understanding of the mission, aims and ethos of the school by providing regular information to parents about:

- the school curriculum;
- the progress of their children;
- other matters relating to teaching methods and organisation.

- C) to contribute to the provision by the governors of a school prospectus;
- D) to provide opportunities for dialogue between parents and staff and to encourage their involvement;
- E) to promote involvement in the wider life of the school.

5.5 In relation to the Local Authority/Consortium:

- A) to ensure liaison and co-operation with officers and support services;

B) to work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the governing body and the Local Authority / Consortium;

C) to make such reports in connection with the discharge of the Headteacher's functions as may properly be required.

5.6 In relation to other schools, colleges and educational bodies:

A) to promote continuity of learning, progression of achievement and curriculum development;

B) to arrange for effective transfer and induction of pupils;

C) to maintain effective liaison;

D) to maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concern;

E) to provide training and work experience placements for school and college students as appropriate and in accordance with school policy.

5.7 In relation to other professional bodies, agencies and services;

To liaise in the best interests of pupils or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.

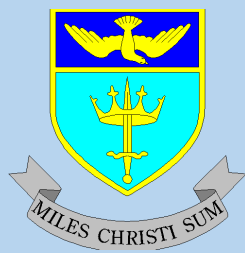
HEADTEACHER PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	How Measured A - Application I - Interview R - References C- Original certificates
Training & Qualifications	Qualified teacher status		A R
		Catholic Certificate of Religious Studies or equivalent	A C R
	Degree		A C R
		Higher Degree	A C R
	National Professional Qualification for Headship for a new Headteacher (NPQH)		A R
	Evidence of further and appropriate professional development		A R
	Registration with the Education Workforce Council or equivalent if not currently employed in Wales		A R
Faith Commitment	Practising Catholic		A R
	Evidence of participation in the life of community		A I R
	Sound understanding of the distinctive nature of the Catholic school		A I R
	Able to articulate a philosophy for Catholic education		A I R
	Understanding of leadership role in spiritual development of pupils and staff		A I R
	Understanding of & commitment to curriculum Religious Education		A I R
	Experience in leading collective acts of worship		A I R
Leadership & Management	Significant recent experience as a Headteacher or Deputy Headteacher of a Secondary School		A R
		Recent experience in a Catholic School	A R
		Breadth of experience from more than one school and across the relevant age range	A R
	Proven leadership qualities		A I R

Leadership & Management	Proven record of initiating and managing change		A I R
	Proven success in a range of strategic roles including data management, self-evaluation and school improvement		A I R
	High expectations of staff and pupils		A I R
	Experience of effective liaison with Governors, parents and wider community		A I R
Professional Knowledge and Understanding	Knowledge of best practice and procedures for safeguarding children and young people		A I R
	Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement		A I R
	Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it		A I R
	Knowledge of effective strategies and procedures relating to continuous professional development and performance review		A I R
		Knowledge and understanding of the Welsh Educational context and initiatives	A I R
		Role of Governing Body in Catholic Voluntary Aided schools	A I R
		Experience of health and safety management	A I R
Skills and personal attributes	Ability to articulate and communicate a clear vision of high quality educational provision for the school		A I R
		Strategic management ability including staff, financial and material resources planning	A I R

Skills and personal attributes

Ability to lead, manage and motivate staff and pupils to achieve high standards		A I R
Successful experience of providing for pupils with additional learning needs		A I R
Ability to communicate and develop links effectively, both orally and in writing with a range of audiences		A I R
High level of personal skill in using and applying information and communication technology		A I R
Good organisational abilities and ability to delegate		A I R
The ability to be resilient under pressure and remain positive and enthusiastic		A I R
Sound understanding of the social and political context in which schools operate		A I R
Ability to demonstrate sound and balanced judgement, decisiveness and flexibility		A I R
Integrity, loyalty and sensitivity to the mission of our school		A I R
Other requirements		
This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced check with the Disclosure and Barring Service (DBS)		
Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of the Governing Body		



"The school creates a very caring and supportive environment where pupils are happy and feel safe. The school motto, 'Be the best you can be', is well understood by staff and pupils and plays an important part in maintaining high aspirations."

ESTYN 2015

St Alban's RC High School, The Park, Pontypool, Torfaen, NP4 6XG

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www.stalbans-pontypool.org.uk

Twitter: [@starchsch](https://twitter.com/@starchsch)