



# Saint Josephs Catholic Primary School



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**Closing date for applications: 26th January 2018 – Noon**

**Shortlisting: 31st January 2018**

**Interviews: 6th and 7th February 2018**

# HEADTEACHER

## CANDIDATE INFORMATION





## Letter from Chair of Governors

Thank you for your interest in becoming the next Headteacher of Saint Joseph's.

Our school is a safe haven for children in a caring Catholic community with a strong focus on learning and personal development.

Saint Joseph's is a diverse school community with a strong Catholic ethos.

Our last Ofsted was 'good' and our recent Section 48 inspection resulted in an 'outstanding' grading by the Diocese.

Children at Saint Joseph's are polite and well-behaved and respect the staff and each other. They enjoy all aspects of school life which as well as learning include sport, music and cultural visits to theatres and concerts.

The school has strong links with both parish Churches (Most Precious Blood and Our Lady of La Salette) and both priests participate regularly in our child-led school liturgies.

Our staff enjoy Saint Joseph's professional environment where they are valued and supported in continuing professional development.

Please visit our school and I look forward to receiving your application.

Andrew Hurley  
Chair of Governors





## Our Mission Statement

***And the child Jesus increased in wisdom, stature and in favour with God and men.***

Such an understanding of the meaning of the life of every person born into this world offers the model for everything we do at Saint Joseph's Catholic Primary School.

We keep a safe and healthy school to which parents are happy to bring their children.

More importantly, we try to keep a feeling of love and trust and respect for all the different people who make up our family. We are a small mixed team, welcoming, joyful and relaxed; a family of faith, ready to meet each other's needs.

The power we seek is to know the wonders of God's world. It is fun to discover, learn and explore.

We are all special with our own gifts and talents. We try to bring out the best in ourselves and in everyone. We never give up on anyone.

Our prayers as a school family help us love God's Word and the Catholic Church.

We look beyond our school to our homes, to local people, to local schools and workplaces. We are happy to show and to share what we ourselves love the most.

In all this we look to the future: we need help to become more independent to prepare us for whatever life will give us and ask of us.

***The angel of the Lord said to Joseph: Do not be afraid.***



# Location

Saint Joseph's school is situated in one of the most vibrant and rapidly developing areas of London just off Borough High Street close to London Bridge. The famous Borough Market is a five-minute walk away and the area has in recent years become a major social and tourist centre. While all of this activity surrounds us, the school itself is situated in a quiet enclave where the pupils and teachers can focus on learning and teaching without disturbance.

The children in the school represent the full range of the diverse cultural and ethnic backgrounds in the area. The area is also very mixed in terms of housing and wealth. Multi-million pound apartments sit next to social housing and the challenge for both the school and the parishes is to serve everyone in this diverse community.

As reflected in our Mission Statement the school has strong historic links with the Parish of the Most Precious Blood in which the school is situated. There are also links with the neighbouring Parish of Our Lady of La Salette and the Parish Priests of both Parishes are regular visitors to the school.

Our Mission Statement reflects the distinctive and complementary contributions that these Parishes continue to make to the spiritual and Catholic life of all members of the School community.

Internationally renowned cultural centres such as Tate Modern and Shakespeare's Globe Theatre are within easy walking distance of the school and add to the exceptional range of opportunities that we seek to provide for our pupils.

The school enjoys excellent transport links and many bus routes converge on Borough High Street. The school is a short walk from both Borough (Northern line) and London Bridge (Northern and Jubilee lines and national rail) stations. Blackfriars station is just a 15 minute walk away.





# Job Description

Salary: Leadership scale 15-21 (£63,041-£71,865)

## Responsible to

The Governing Body, the Headteacher is required to carry out professional duties as detailed in this job description, in Canon Law, the Trust Deed and Instrument of Government for the school and where applicable those set out in the current School Teachers' Pay and Conditions document.

## Specific responsibilities

### Shaping the future

The strategic direction and development of the school stems from the education mission of the Church which is reflected in the school's mission statement, the school's development and improvement plan and all policies and procedures. The Headteacher:

- Works with the Diocese, parishes and others to create a shared culture and positive climate that reflects the mission of the Church in education;
- Ensures the shared vision for the school is clearly articulated, understood and effectively acted upon by all and demonstrated in everyday work and practice;
- Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- Motivates and works with others to create a shared culture and positive climate;
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large and the Church in education.

## Principle responsibilities

The Headteacher will be responsible for the internal organisation, management and control of the school. This includes the current School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of Southwark Local Authority. The Headteacher, working with the Governing Body, senior leadership team and school staff, will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

This job description should be read in conjunction with the National Conditions of Employment for Headteachers.

## Leading learning and teaching

In a Catholic school the search for excellence is expressed in learning and teaching which responds to the needs and aspirations of all its pupils and acknowledges their individual worth as children of God.

The Headteacher:

- Develops, in consultation with the Governing Body, curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special educational needs, provides for the spiritual, moral, cultural, social and emotional development of all pupils.
- Implements strategies which secure high standards of behaviour and attendance;

- Ensures that learning is at the centre of strategic planning and resource management;
- Establishes creative, responsive and effective approaches to learning and teaching including the use of new and changing technology to enhance and extend the learning experience of all pupils and staff;
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework;
- Ensures a consistent and continuous school-wide focus on pupils' achievements, using data and benchmarks to monitor progress in every child's learning;
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow up;
- Ensures a culture of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community;
- Implements Diocesan policies on religious education, sex and relationship education and worship.

## Leading and managing staff and self development

In a Catholic school the role of the Headteacher is one of leadership of a learning community rooted in faith. Christ is the inspiration for the Headteacher's leadership. The Headteacher's management of staff should demonstrate an

# Job Description continued

awareness of their unique contributions as individuals valued and loved by God.

- Assists the Governing Body in determining the staffing structure for the school;
- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture;
- Develops and maintains effective strategies and procedures for staff recruitment, induction, professional development and performance review with regard to Diocesan guidance and advice;
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams;
- Develops and maintains a realistic culture of high expectations for self and others and takes appropriate action when performance is unsatisfactory;
- Regularly reflects on and reviews own practice, sets personal targets and takes responsibility for own personal development.

## Securing accountability

The Headteacher supports the Governing Body in fulfilling its responsibility under Canon Law to the Diocese and in accordance with English Law.

- Fulfills commitments arising from contractual accountability to the Governing Body including attendance at Governing Body meetings and reporting as required and assisting in its work as needed;
- Develops and maintains positive relationships with parishes, the wider Catholic community, other Catholic schools and other schools in the area and the Local Authority;
- Recognises the authority of the Archbishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require;
- Develops a Catholic ethos which enables everyone to work collaboratively, share knowledge and understanding, respect one another, celebrate success and accept and share responsibility for outcomes;
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Develops and presents a coherent, and accurate account of the school's performance to a range of audiences including governors, parents and carers, the Diocese and the local authority;
- Reflects on personal contribution to school achievements, takes account of feedback from others and provides opportunities for parents and carers to have dialogue and meetings with staff in the school to support their children's learning.

## Strengthening community

The Headteacher shares responsibility for the mission of the school and wider Diocesan education system and is therefore called to work in collaboration with others.

- Builds a school culture and curriculum which takes account of the richness and diversity of the school's communities and is rooted in the Catholic Christian Faith;
- Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment;
- Ensures learning experiences for pupils are linked into and integrated with the wider community and liaises, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations;
- Collaborates with other agencies; clergy, religious, diocesan officers, colleagues, Headteachers of other schools and agencies set up by the Catholic Bishops' Conference of England and Wales in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Creates and maintains an effective, sensitive, partnership with parents and carers to support and improve pupils' achievement and personal development;
- Seeks opportunities to invite families, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community;
- Contributes to the development of the education system by sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other Diocesan schools;

- Promotes and develops the good reputation of the school within the local and wider communities.

## Safeguarding

- Co-operates and works with relevant agencies to establish and maintain rigorous systems to protect children;
- Responsible for ensuring the welfare, health and well-being of all children and young people. Creates a vigilant organisational culture which monitors and prioritises the safeguarding of children and young people above all considerations.

## Promoting equality and diversity

The Headteacher is expected:

- To accept everyone has a right to his or her distinct identity;
- To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organization;
- To promote and participate in the council's work to eliminate discrimination, advance equality of opportunity and foster good relations between our diverse communities.

## Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Photo: Cesare De Gigh

# Person Specification

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 a Catholic school as a vibrant part of the mission of the Church in education.

The Governors wish to appoint an inspirational and highly principled individual who will have the following strongly held beliefs and attributes, which are essential and desirable to the role:

A. Catholicity	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
1.	A committed and practising Catholic.	An active participant in parish or Catholic community life
2.	A secure understanding of the distinctive nature of the Catholic school	
3.	A personal vision for a Catholic school and the ability to share and enact that vision with all those who make up the school and wider community	
4.	The ability to strengthen faith commitment and worship in the school community and lead, by example, the faith journey in Christ	
5.	Continue to build on the partnerships with our parents and the two parishes as well as the Diocese, Local Authority and the local community	
<b>A. Qualifications</b>		
6.	Degree-level qualification, or equivalent and QTS	NPQH accreditation
7.	Evidence of recent and relevant continuing professional development in school leadership and management	Catholic Certificate in Religious Studies, MA in Catholic education or equivalent
8.	Up-to-date safer recruitment and safeguarding training	
<b>B. Experience</b>		
9.	Successful experience in a senior leadership role in a primary school, with a proven track-record of continuous improvement and of implementing strategies that raise the personal and academic success of pupils and which nurture their spiritual well-being	Experience as a Headteacher
10.	Extensive experience of working across Key Stages 1 and 2 of primary education	Working across EYFS
11.	Knowledge and experience of successful financial/resource management, including effective deployment of pupil premium funding	
12.	Experience of developing and strengthening the home-school partnership and securing the active participation of families in pupils' learning	

# Person Specification continued

<b>B. Experience (continued)</b>		
13.	Experience of managing change, encouraging innovation and meeting challenges successfully	
14.	Evidence of successful leadership of teaching which has improved pupil outcomes and secured high quality provision	
<b>C. Knowledge &amp; Skills</b>		
15.	Outstanding classroom practitioner with a deep understanding of high quality teaching and learning and knowledge of how to motivate children and staff to achieve their full potential	
16.	In-depth knowledge and understanding of current educational priorities and Ofsted expectations and how they apply to the primary school	
17.	Ability to foster and maintain successful working relationships with all stakeholders, involving them in the school's development and in transforming vision into practice	
18.	Ability to build, motivate and lead effective teams, and respect contributions and feed back in order to secure the best possible outcomes for pupils	
19.	Ability to interpret, analyse and use a wide range of data and information effectively to drive school improvement	
20.	Ability to develop and implement a creative and relevant curriculum that engages and excites pupils, extends and enriches their experience and which leads to excellent progress and outcomes	
21.	An understanding of legal issues relating to managing a school, including safeguarding, inclusion and equalities policies and their implementation	
22.	An understanding of how to most effectively support vulnerable children and those with Special Education Needs	
23.	Commitment and ability to promote the health, safety and welfare of all pupils and staff in the school	
<b>D. Personal Qualities</b>		
24.	Enthusiasm and love of learning that enables you to lead the school with drive and passion	
25.	Excellent communication, listening and negotiating skills for a range of purposes and audiences	
26.	Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances	
27.	High expectations of self and others	

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Our **prayers** as a school family help us love God's Word and the Catholic Church

*The angel of the Lord said to Joseph: Do not be afraid*

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