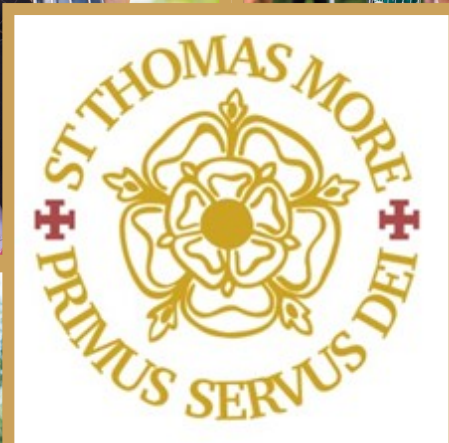


ST THOMAS MORE
CATHOLIC SECONDARY SCHOOL



HEADTEACHER CANDIDATE BROCHURE



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Key Facts & Statistics

Type of School:	Catholic Secondary School
Age range:	11 - 19
Location:	Bedford
Co-educational or single Sex:	Co-educational
Number on roll:	922
Number of teaching staff:	58
% of children with pupil premium	10.2%
% English as an additional language:	26.3%



Catholic Teaching School

St Francis of Assisi Academies Trust (SFAAT)

Diocese of Northampton Duns Scotus Trust

Bedford Catholic Schools are a strong collaborative, working together to provide outstanding Catholic education for the children of Bedford. We have been serving the Bedford community for over fifty years.

The St Francis of Assisi Academies Trust was formed in April 2013 when the schools joined together to become a Multi Academy Trust (MAT). As a MAT, we believe we offer a truly unique journey for pupils across all age ranges - from our nursery provision to post-16 study.

We offer seamless academic and pastoral support, grounded in our Gospel values, to pupils in all stages of their educational journey. Our schools – St John Rigby Primary, St Joseph's and St Gregory's Primary and St Thomas More Secondary and Sixth Form Centre – are all rated good or outstanding.

Through the Inspirit Teaching School, the Trust leads in the training and professional development of teachers, support staff and head teachers across the local area and the Diocese of Northampton, as well as contributing to the raising of standards through extensive school-to-school support. Our teachers have the opportunity not only to receive high quality CPD through the teaching school but also to deliver and be part of CPD planning and implementation.

The success we have had so far is down to the highly talented and dedicated support staff, teachers, leaders and governors in our Trust. We are committed to ongoing development in each school and across the Trust and as a member of our team, you will have the opportunity to work with staff across all of our schools.

Our schools are exciting, thriving communities and we endeavour to ensure that our students leave us as well-rounded, well-educated young people. If you have the drive and enthusiasm to help our students to achieve even more, we would love you to join us.



ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Welcome Letter from the Executive Principal

Dear Applicant

I am extremely pleased that you are interested in the position of Headteacher at St Thomas More Catholic Secondary School. St Thomas More is an exceptional school with strong foundations which I know will provide a basis for even greater things in the years to come.

St Thomas More is part of the St Francis of Assisi Multi Academy Trust (also known as Bedford Catholic Schools). The Trust is made up of: St Thomas More Catholic Secondary School and Sixth Form; Inspirit Teaching School; St John Rigby Catholic Primary School and St Joseph's and St Gregory's Catholic Primary School. Each school has its own Headteacher and I work as Executive Principal supporting the whole Trust. Our Trust mission has 3 clear aims:

Excellence Together: We strive to work, as a family of Catholic schools, to secure outstanding outcomes for all our students.

Uniqueness: We recognise all of our students as being made in God's image. By learning in a community founded on Gospel values, we make certain that they are prepared for their lives ahead.

Education for All: We ensure that our students, of all abilities and backgrounds, are supported to achieve their very best.

As Headteacher of St Thomas More you will be at the forefront of driving our mission forward not only within the school but across our whole community. The Trust endeavours to establish systems and support mechanisms to enable our Headteachers to focus on what really matters – that teaching, learning and the spiritual welfare and development of all our students is outstanding.

As a faith leader you will be ably supported by an excellent chaplaincy team at St Thomas More. The recent section 48 inspection report describes the richness and diversity of faith within the school and understandably judges it to be outstanding. We are looking for a Headteacher with a desire to see Catholic education further grow and flourish under their leadership in a school that supports the faith journeys of students and staff from a wide range of backgrounds.

We are looking for a candidate with the vision to both retain the successful characteristics and systems clearly already evident within the school but also to look to the future and have the drive and enthusiasm to ensure that St Thomas More continues to provide an outstanding education for all our students and puts them in a strong position to secure ongoing success in a world of changing possibilities.

This role will without a doubt provide a richness of opportunity for the successful candidate not only as Headteacher but also in the growing opportunities to support local and diocesan developments through the Inspirit Teaching School. You will also be at the forefront of developing system leadership in a changing landscape as we start to develop structural links with the other multi academy trust in the north of the diocese. This is an exciting time to be part of our Trust.

If this sounds like you then please read on. I would love to meet you and talk with you about the possibility of you being the next Headteacher of St Thomas More Catholic Secondary School.

Best Wishes, Tony Bishop



ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Our Mission Statement

‘Primus Servus Dei’

- Ensure that Faith is lived, taught and celebrated
- Create exciting learning which enables all to experience fullness of life
- Nurture the unique, prize the diverse and enjoy equality
- Inspire, challenge and support one another as we journey together
- Be a witness to the truth of Christ as we work with our wider community
- Value and celebrate the achievements of all

Our Values

“The glory of God is each person fully alive!”

We believe each student is unique and created in the image of God. As such we know that in serving our students we serve God Himself. God has blessed our students with talents, skills and characters all of their own and it is our duty to support them as they make the most of their God-given talents.

The quote from St Irenaeus says so much about this process. If we are to ensure students are to be ‘fully alive’ they must realise their potential. So, learners must learn, dancers must dance, footballers must play, scientists must investigate and lovers of stories must read.





ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Our Values (continued)

Not all students find learning straight forward and many students face obstacles that are not of their own making. We all find times when the going gets tough, when we need reassurance, when we need someone to walk with us. At St Thomas More we look to the example of Jesus who walked his disciples on the road to Emmaus, only leaving them when they were strong enough to continue their mission alone. The Emmaus Centre at St Thomas More is as much a culture as it is a place. We know that by walking with our students we can keep them on the right path and support them to achieve the best that is possible.

Our Expectations

Our expectations are very straight forward. We ask that all students do their best and live out their lives following that simple command from Jesus. Love your neighbour. A school that lives by this command will:

- Be a calm school where teachers can teach and students can learn
- Be a place where students are respectful of one another
- Be a place where our environment is respected
- Be a place of forgiveness and reconciliation

Students who struggle to meet these expectations are dealt with fairly and respectfully. Students know that poor behaviour is not overlooked and as a result is very good.





ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Job Description

Job Title	Headteacher
School Group	6
Salary / Scale	L28-34 - (£76,466 - £88,571) Potential enhancement for an exceptional candidate
Purpose of the Position	<p>The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets.</p> <p>The Headteacher shall provide professional leadership for the school that secures its success, ensures high quality education and realised the potential of all pupils.</p> <p>The Headteacher shall work in partnership with other Headteachers within the St Francis of Assisi Academies Trust (The 'Trust'), and under the direction of the Executive Principal.</p>
Accountable to	Directors of Bedford Catholic Schools - St Francis of Assisi Academies Trust (SFAAT) and the Executive Principal

Key Responsibilities

The professional duties of the Headteacher are contained in the School's Teacher's Pay and Conditions Document. The key areas of headship are contained in the DfE National Teaching Standards.

1. Catholic Purpose and Identity of the School

Key Responsibility:

The Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. S/he must ensure that this Catholic Identity is reflected in every aspect of the life of the school. In particular in the curriculum, the day to day organization of the school, staff development, staff and pupil relationships and the partnership between the school, home, parish, local community, schools with the Trust, the Local Authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.



Job Description (continued)

2. Leadership in Catholic Education

Key Responsibility:

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

3. Shaping the Future

Key responsibility:

To work with the Board of Directors to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The 'preferred future', expressed in the strategic vision and development of the Catholic School, stems from the educational mission of the Church, which is reflected in the school's mission statement and the School Improvement Plan. The Headteacher, working with the Board of Directors and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs.

- a. To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- b. To ensure the visions for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c. To lead by example, providing inspiration and motivation for pupils, staff, Directors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate.
- d. To work within the school community to translate the vision into agreed objectives and operational plans, which will promote and help sustain school improvement.
- e. To create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.



Job Description (continued)

3. Shaping the Future (cont'd)

- f. To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- g. To ensure the policies and practices take account of national, local and school data and inspection research findings.
- h. To develop and maintain the educational partnership currently existing between the School and parents, within the SFAAT, Board of Directors, linked schools, the Local Authority, the local community and other agencies including the Health Authority and Social Services.
- i. To ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

4. Leading, Learning and Teaching

Key Responsibility:

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic School the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Directors, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

- a. To create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behavior.
- b. To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those with Special Educational Needs and English as an Additional Language, and to ensure that appropriate provision is made for the more able pupils.
- c. To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- d. To monitor and evaluate curricular provision, regularly review classroom practice and the achievement of all pupils in order to set and meet challenging, realistic targets for improvement.
- e. To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking strategic roles in the development of emerging technologies to enhance and extend the learning experience of all pupils.
- f. To maintain and develop curriculum continuity with Early Years settings and Secondary schools and to encourage curriculum links through learning networks with other schools and the LA.



Job Description (continued)

5. Leading, Learning and Teaching

Key responsibility:

To establish effective relationships and communications in order to build a professional learning community within the SFAAT that enables others to achieve.

In a Catholic School the role of Headteacher is one of the 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 and awareness of their unique contribution as individuals, valued and loved by God. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through appraisal and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Headteachers should be committed to their own professional development.

- a. Give a clear lead to all staff in the development and the continuing formation of the school's Catholic identity.
- b. Support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- c. To create a positive and collaborative learning culture within the school and throughout the SFAAT by treating people fairly, equitably and with dignity and respect.
- d. To plan, allocate, support and evaluate work, undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- e. To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- f. To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- g. To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- h. To maintain and develop a Senior Management Team and wider management, structure and culture which enables effective communication, involvement and development.
- i. To regularly review own practice, set personal targets and take responsibility for own personal development.
- j. To manage own workload and that of others to allow for an appropriate work/life balance.



Job Description (continued)

6. Managing the Organisation

Key responsibility:

To provide effective organisation and management of the school, in order to maintain an efficient, effective and safe learning environment.

- a. Ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- b. To create an organisational structure, which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- c. To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d. To work with Directors and senior colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the school.
- e. To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the Accounting Officer and Board of Directors.
- f. To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- g. To lead on the successful submission of Academy Grant Applications.
- h. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievements, ensure efficiency and secure the value for money.
- i. To use and integrate a range of technologies effectively and efficiently to manage the school.

7. Securing Accountability

Key Responsibility:

The Head Teacher is accountable for ensuring that pupils enjoy benefit from a high-quality education, promoting collective responsibility within the whole school community.

Ensure the Directors are welcomed into the school and invited to share in its Catholic life.

- a. To provide information, objective advice and support to the Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- b. To create and develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.



Job Description (continued)

7. Securing Accountability (continued)

- c. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Directors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.
- d. To create and develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- e. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- f. To reflect on personal contribution to school achievement and take account of feedback from others.
- g. To ensure that parents and pupils are well informed about the curriculum, the attainments and progress of pupils, are able to understand realistic and challenging targets for improvement, and to make a contribution to achieving them.

8. Strengthening Community

Key responsibility:

To work collaboratively at both strategic and operational levels with each school within the SFAAT, and all connected with the school community, for the well-being of all children.

- a. Recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- b. To promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the riches and diversity of the school's communities.
- c. To create and promote positive strategies for challenging racial and other prejudices and dealing with bullying and racial harassment.
- d. To ensure that the learning experiences for pupils are linked into opportunities provided in the wider world.
- e. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- f. To create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- g. To seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- h. To contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.



ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Job Description (continued)

9. Relationship with the Other Agencies
The Headteacher is required to work in partnership with all Trust schools, the Duns Scotus Trust and Northampton Office for Religious Educations, Catechesis and Schools (DST/NORES), the Local Authority, and other relevant organisations and any organisation representing the parents of pupils at the school.

Person Specification

	QUALITIES	EVIDENCE
Applicant	<p>A practising Catholic in good standing with the Church.</p> <p>A visible and inspirational leader who is organised, creative and relishes challenge.</p> <p>Committed to working collaboratively with children, parents, staff, all other Trust schools and Directors.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Qualifications	<p>Graduate (inc: QTS).</p> <p>NPQH or other headship development and training</p> <p>CCRS or equivalent/further CPD.</p>	Application Form
Experience	<p>Previous experience as a Head or Deputy, with significant and demonstrable successful leadership experience in Secondary Education.</p> <p>Experience working within a Teaching School (Desirable)</p>	<p>Application Form</p> <p>Presentation</p>





ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

Person Specification (continued)

Communication / Liaison	<p>Ability to communicate clearly, both orally and in writing with all stakeholders.</p> <p>Ability to influence, persuade and promote the school to the wider community.</p> <p>Ability to liaise and work with the schools and outside agencies.</p>	<p>Application Form</p> <p>Presentation</p> <p>Interview</p>
Philosophy of Education	<p>A clearly articulated understanding of the Catholic vision for education.</p> <p>Committed to the pursuit of excellence through effective teaching and learning.</p> <p>Ability to develop the partnership between School, Trust Schools, Parish and Community.</p>	<p>Application Form</p> <p>Presentation</p> <p>Interview</p>
Leadership	<p>Clear expression of Christian leadership and management style.</p> <p>Ability to motivate and inspire.</p> <p>Ability to create and deliver a strategic vision for excellence.</p>	<p>Application Form</p> <p>Presentation</p>
Management	<p>Ability to manage human and material resources.</p> <p>Ability to manage budgets.</p> <p>Ability to lead effective self-evaluation and prepare a school for inspection.</p>	<p>Application Form</p> <p>Presentation</p> <p>Interview</p>
Curriculum	<p>Excellent understanding of the Secondary curriculum.</p> <p>A coherent and compelling vision for teaching and learning to deliver outstanding outcomes for all.</p> <p>Experience of teaching across the secondary range.</p>	<p>Application Form</p> <p>Presentation</p> <p>Interview</p>

ST THOMAS MORE TEACHING SCHOOL
BEDFORD CATHOLIC SCHOOLS



**If you would like further information, or to arrange a school visit,
please contact Richard Lucas at Academicis on:**

Tel: 01223 907971

Email: Richard Lucas' PA Charlotte Adams at
cadams@academicis.co.uk

**Application forms are available to download,
or Online Applications can be made via www.academicis.co.uk
Completed applications are to be sent to Charlotte Adams
no later than 12 noon on Monday 17th September 2018.**

*We reserve the right to research applicants on social media platforms and the internet,
and the Board of Governors may take this information into
consideration during the recruitment process.*