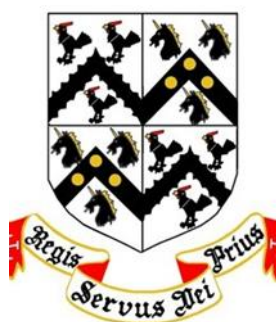




Saint Thomas More Catholic Primary School



Headteacher Applicant Pack

April 2025



***Part of Holy Cross Catholic
Multi Academy Company***



Holy Cross Catholic
Multi Academy Company
Achieving together in faith

Learn And Grow As God's Holy People



St. Thomas More
Catholic Primary School
Part of Holy Cross Catholic MAC

St Thomas More Catholic Primary School
120 Knoll Drive, Stivichall, Coventry, CV3 5DE

Acting Headteacher: Mrs Clare Staines
Tel: 02476 849910 Email: STM-Admin@hccmac.co.uk
Web: www.STM.hccmac.co.uk

April 2025

Dear Candidate

Thank you for your interest in the Holy Cross Catholic Multi Academy Company, and particularly the position of Headteacher at Saint Thomas More Catholic Primary School. Saint Thomas More is a popular one form entry, 3 – 11 years primary school that has a strong commitment to the further development of its Catholic ethos. We warmly invite you to come and experience this firsthand. You are assured of a warm welcome from all within the school community.



Holy Cross Catholic MAC Directors and the Local Governing Body of Saint Thomas More are seeking to appoint a Headteacher to lead the further development of the school with effect from September 2025 (or January 2026). Saint Thomas More has an excellent reputation in the local area and has a 'Good' Section 48 judgement (November 2021) and was rated 'Good with outstanding features' by Ofsted in the recent inspection in February 2024. The Directors and Local Governing Body were delighted by the outcome of the inspection and by the overwhelmingly positive comments provided by the inspection team.



We wish to appoint a committed practising Catholic who is an innovative and inspirational leader, initiative-taking and ambitious. The successful candidate will drive the vision of the school, developing a rich and challenging curriculum combined with a culture of high expectations and opportunity. You will provide Catholic professional leadership for the school within the multi academy company as well as contributing to the mission of the MAC and its values.

The successful candidate will bring a strong track record of school improvement and will actively embrace working collaboratively with the Directors, the Local Governing Body, the Chief Executive Officer (CEO), the Diocese, the parish, staff, and pupils to develop Saint Thomas More into a truly outstanding school. You will have a natural flair for harnessing team talent and an unrelenting commitment to the best possible outcomes and progress for all, regardless of background or ability, to ensure all pupils achieve their full potential in all aspects of their lives and continue to grow in the image of Christ.

To the right candidate, this post will be an extremely rewarding experience, an opportunity to really make a difference and to lead the school into the next exciting phase of its development with the support of the Multi Academy Company and a mentor. We can provide the new Headteacher with a combination of wonderful pupils, dedicated and talented staff, a supportive Local Governing Body, and excellent facilities, having moved into a purpose-built, modern school building in September 2014.



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For further details about the school please visit the school website
<https://www.stm.hccmac.co.uk/> or for further details regarding the MAC please visit
<https://www.hcmac.co.uk>

Details regarding the post are available from Holy Cross Catholic MAC recruitment website at
[HCCMAC-MyNewTerm](https://www.hccmac.co.uk/MyNewTerm).

Visits to the school are encouraged prior to application. Please contact the PA to the CEO
(claire.carding@hccmac.co.uk, 02475186555) to arrange an informal visit to the school on the
afternoons of Wednesday 30 April and Thursday 1 May 2025.

For further information about the role please contact Marina Kelly by email:
marina.kelly@hcmac.co.uk.

We look forward to receiving your application.

Yours faithfully

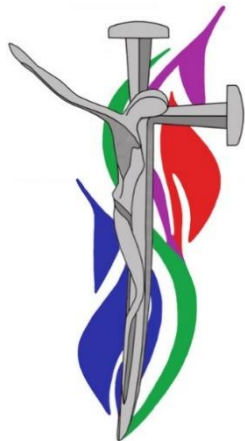
John Teahan
Chair of the Board of Directors
Holy Cross Catholic MAC

Amanda Kelly
Chair of Local Governing Body
Saint Thomas More Catholic Primary School



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Holy Cross Catholic Multi Academy Company

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

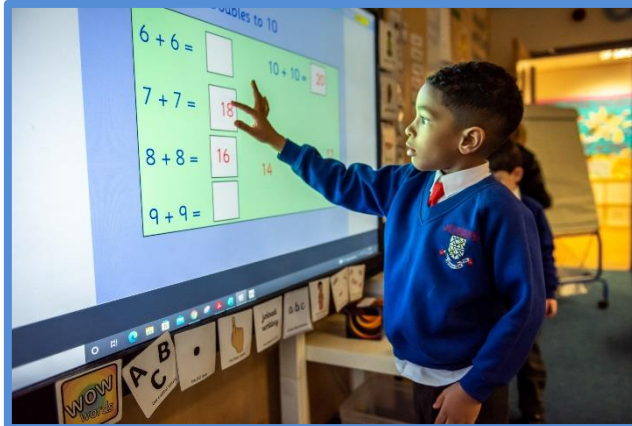
- H High aspirations for all
- O Outstanding education - to create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C Community - strengthening and nurturing the Catholic life of our schools
- R Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O Optimising our resources to realise best-value by sharing assets and using economies of scale
- S Standards - to maintain the highest quality of Catholic education by ensuring accountability at all levels
- S Service to God by serving others in our school and local communities and national and international communities in need.



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Learn And Grow As God's Holy People

Learn and Grow as God's Holy People



Saint Thomas More Catholic Primary School aims to provide an excellent education through nurture and challenge that allows each child to meet their full human potential - academically, socially and personally. All that we do is underpinned by our mission to 'learn and grow as God's Holy People'. By dovetailing our focus on the Gospel Values with high standards of attainment and the development of

personal skills, the children we welcome today learn to become responsible, caring and skilled global citizens of tomorrow.

Through a commitment to embrace evidence and research-based practice in delivering a carefully planned and sequenced broad and balanced curriculum, our pupils achieve impressive results. Our belief is that each member of the school community is made in the image and likeness of God. We strive to support every pupil to develop as individuals with unique gifts and talents. We endeavour to enable each child to be the best they can be, embracing different needs and celebrating uniqueness, while also promoting a pride in our school community. We offer exciting musical opportunities with children being taught choral singing and keyboard by expert tutors and the option of learning to play rock band instruments. We have a strong tradition of sporting enjoyment with active sports teams and opportunities to attend a range of events that cover wider sporting endeavours.

We believe that successful education is a wholesome partnership between staff, pupils, parents and the community. Our school offers all-through primary education for 270 pupils, complemented by 26 nursery places.



The school became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Bishop Ullathorne Catholic Secondary School, Cardinal Newman Catholic Secondary School and Christ the King, Saint Elizabeth's, Saint Augustine's and Saint John Vianney Catholic Primary Schools, which are all located in Coventry.

Saint Thomas More is proud to work in strong collaboration with other schools within the Holy Cross Catholic MAC to offer expertise and to benefit from the best practice in our excellent family of schools.

The school is situated in Stivichall in Coventry and serves a large area, benefiting from a varied community. The school building was purpose-built in September 2014 and is an inspiring learning environment on a large site.

There is a strong link between the Parish and the school. As a frequent and friendly visitor, our Parish Priest is actively involved in the life of the school and is well-known to the children. Mass is celebrated either as a school or class on a weekly basis in our Church, which is adjacent to the school site.



There are many other school celebrations in conjunction with the parish, with our GIFT Team (Growing In Faith Together) being regular attendees at parish events. All our employees uphold the Catholic ethos of the school as we work together to provide the best education for our young people.



Our curriculum has been carefully designed to cover the National Curriculum in depth and to provide exciting learning opportunities. With a focus on ensuring Catholic Social Teaching is woven through all aspects of the school, the taught curriculum and the wider curriculum link closely to our Catholic ethos. We have a strong group of pupil leaders who promote

school improvement and are active in supporting the pastoral needs of their peers. All children develop a clear understanding of their responsibilities as citizens and disciples through our clear and effective behaviour policy and events such as our annual Social Action Week.



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The school has a strong and committed leadership team who skillfully support the current Headteacher both in the day-to-day management of the school and moving the school forward. Our cohesive staff team is committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced

curriculum that will engage and educate our pupils - shaping them into devout witnesses of faith and knowledgeable, responsible members of society.

We are very proud of our successes, and we celebrate them with our community. We continue to work with all stakeholders to develop and improve all that we do in our drive to make our school, and the Saint Thomas More experience for our children, truly outstanding.



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St. Thomas More
Catholic Primary School
Part of Holy Cross Catholic MAC

ADVERT

Headteacher

Required for September 2025 or January 2026

Salary: Group 2: L15-21

Number on roll: 270 plus Nursery

The Board of Directors of the Holy Cross Multi Catholic Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an experienced, dynamic, ambitious and exceptional leader who is a committed practising Catholic passionate about teaching and learning with a proven track record of success. We require an outstanding leader capable of inspiring, motivating and supporting pupils and staff to achieve their full potential. This is an exciting opportunity for an experienced leader able to strategically lead our school in the next phase of its development.

The successful applicant will be someone who:

- is a committed practising Catholic, who can share their faith and inspire all.
- is committed to and understands Catholic education.
- is committed to work towards further academisation within the Birmingham Archdiocese in the near future.
- is an inspirational leader with a clear vision for the future of the school.
- is passionate in giving our diverse intake of children the opportunity to reach their God given potential.
- is committed to improving the outcomes for all our pupils.
- has the drive, stamina and ability to lead, motivate, challenge and inspire pupils and staff.
- has a proven track record of raising standards in teaching and learning.
- has the energy, resilience and determination to succeed.
- is a creative and strategic thinker, able to see through and sustain initiatives.
- has excellent communication, organisational and inter-personal skills.
- has a commitment to maintaining and developing positive relationships with Directors, Governors, staff and MAC Central Team, parents/carers, the parish and wider community.

Holy Cross Catholic MAC and Saint Thomas More Catholic School can offer you:

- a welcoming community with a strong Catholic ethos where all our children 'Learn and Grow as God's Holy People'.
- supportive Directors and MAC Central Team to support you in all aspects of school life.
- dedicated and supportive Governors and staff team who are keen to build high standards and who are committed to professional development.
- a strong, supportive learning community.
- enthusiastic, happy, caring children from our culturally diverse community.
- a 12-month mentoring scheme upon appointment.



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Saint Thomas More is a successful Catholic primary school set in Stivichall, Coventry. This is a fantastic opportunity for the right person to lead the school into the next phase of its development and make a significant contribution to the future success of the school.

We are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.

For further information or an informal discussion about the post please contact Marina Kelly by email: marina.kelly@hcmac.co.uk

Online application forms and details regarding the post are available from Holy Cross Catholic MAC's recruitment website at:
[St Thomas More Recruitment - My New Term](#)

Informal visits to the school:

- Afternoons of Wednesday 30 April / Thursday 1 May 2025

Closing date for applications:

- 12:00pm Wednesday 7 May 2025

Shortlisting will take place:

- Thursday 8 May 2025

Interviews:

- Friday 16 May 2025



We are committed to safeguarding and promoting the welfare and safety of young people and expect all staff to share this commitment. Offer of a position is subject to receiving satisfactory references, pre-employment checks and enhanced DBS clearance.



Holy Cross Catholic
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Learn And Grow As God's Holy People



Saint Thomas More Catholic Primary School



Headteacher Job Description

Indicative Salary Range (ISR): Group 2 Leadership Range L15 - 21

Responsible to: The Board of Directors

Responsible for: All staff within the school¹

1 Introduction

- 1.1 This appointment is with the Board of Directors of the Multi Academy Company under the terms of the Catholic Education Service contract signed with the Board of Directors as employers. The Board of Directors will appoint a committed practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, with the Board of Directors, the Diocese, the staff of the school, the parents of its pupils and the parish/es served by the school.
- 1.3 This job description may be amended at any time, following consultation between the Headteacher and the Board of Directors and will be reviewed annually.

2 Core Purpose of the Headteacher

- 2.1 The core purpose of the Headteacher is to provide professional leadership and management for a 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 a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

¹ The term school is used throughout this document rather than academy, to indicate the individual institution to which the Headteacher is appointed and to avoid confusion with the Multi-Academy Company as a whole.

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- collective worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.
- Self-evaluation is an ongoing, rigorous and effective process.

2.2 The Headteacher is the leading professional in the school. Accountable to the Board of Directors and the Local Governing Body, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Headteacher working with others is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

2.3 As one of the Headteachers in a multi academy, the Headteacher will support the board of directors in ensuring that they and their school collaborate with the other schools in the multi academy for their mutual benefit in enhancing the Catholic life of the multi academy and improving standards.

2.4 The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

- 2.5 Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

3 General Duties and Responsibilities

- 3.1 To carry out the duties of a Headteacher as set out in the current School Teachers' Pay & Conditions Document.

Key Areas of Responsibility

4 Creating the Vision

- 4.1 The 'preferred future', expressed in the strategic vision 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 improvement plan.
- 4.2 The Headteacher, working with the Board of Directors the Local Governing Body 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, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

Actions

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote a self-improving school system.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the board of directors, the Local Governing Body and through personal conviction.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.

- Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.

5 Leading Teaching and Learning

- 5.1 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.
- 5.2 Headteachers have a central responsibility for raising the quality of teaching and learning and for pupils' 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.

Actions

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Secure high-quality religious education for all pupils in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establish creative, responsive and effective approaches to learning and teaching.

- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school.
- Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

6 The Self-Improving School System and Working with Others

- 6.1 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.
- 6.2 The Headteacher must manage themselves and their relationships well. Being a Headteacher is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Headteacher should support 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 continuing professional development.

Actions

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

7 Creating Systems and Processes to Manage the Organisation

- 7.1 In a 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.
- 7.2 The Headteacher needs to provide effective systems and processes which are fit for purpose, and which uphold the principles of transparency, integrity and probity. The Headteacher should also seek to build a successful organisation through effective collaboration with others.

Actions

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement rigorous and fair systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

8 Ensuring accountability

- 8.1 In a Catholic school the Headteacher fulfils his/her responsibilities in accordance with the mission of the school. The Headteacher supports the Board of Directors in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.
- 8.2 With Gospel values at the heart of his/her leadership, the Headteacher has a responsibility to the whole school community. In carrying out this responsibility, the Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the DFE and the DES. He/she is accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to the Board of Directors for the school, its environment and all its work.

Actions

- Fulfil commitments arising from contractual accountability to the Board of Directors.

- Develop the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board of Directors and the Local Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

9 Building Community

- 9.1 In a Catholic school there is a special relationship with the parish and the Church, as well as the local community with its distinctive social context.
- 9.2 The Headteacher needs to commit to engage with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The Headteacher shares responsibility for leadership of the wider educational system and should be supportive of a self-improving school system.

Actions

- Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Build a relationship with the local church and parish communities, seeing participation in the celebration of the Mass as a crucial point of reference and stability.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider world.

- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seek opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children

10 Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the Board of Directors are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

PERSON SPECIFICATION - PRIMARY HEADTEACHER

Category	Essential	Desirable
1. Faith Commitment	• A committed and practising Catholic • Secure understanding of the distinctive nature of the Catholic school and Catholic education • Understanding of leadership role in spiritual development of pupils, staff and families • Understanding of the school's role in the parish and wider community and in promoting community cohesion	• Evidence of participation in faith life of the community • Experience in leading acts of worship in Catholic schools
2. Qualifications	• Qualified teacher status	• Postgraduate level qualification • CCRS or equivalent • NPQH award
3. Experience	• Experience as an effective deputy or assistant headteacher or key stage leader • Successful experience of leading one or more subject areas • Substantial, successful teaching experience	• Recent experience in a Catholic voluntary aided school or Academy • Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2 • Curriculum leadership in one or more core subjects • Experience of teaching in more than one school • Experience teaching mixed age classes

Category	Essential	Desirable
4. Professional Development	Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning	- Evidence of continuing professional development relating to Catholic ethos, mission and religious education - Experience of working with other schools /organisations /agencies - Experience of leading/co-ordinating professional development opportunities - Ability to identify own learning needs and to support others in identifying their learning needs
5. Strategic Leadership	- Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school - Evidence of having successfully translated vision into reality at whole school level - Ability to inspire and motivate staff, pupils, parents and 'governors'² to achieve the aims of Catholic education - Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement - Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these - Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising	Knowledge of the role of governance in a Catholic voluntary aided school or Academy

² The general term 'governor' includes directors or local governing body members in schools

Category	Essential	Desirable
	standards and the achievement of all pupils • Understanding of and commitment to promoting and safeguarding the welfare of pupils'	
6. Teaching and Learning	• A secure understanding of the requirements of the National Curriculum and Early Years development • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning • Secure knowledge of statutory requirements relating to the curriculum and assessment • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	• A secure understanding of the requirements of the Curriculum Directory for Religious Education • Understanding of successful teaching and learning in religious education across the key stages • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
7. Leading and Managing Staff	• Experience of working in and leading staff teams • Ability to delegate work and support colleagues in undertaking responsibilities	• Experience of working with 'governors' to enable them to fulfil whole-school responsibilities • Successful involvement in staff recruitment/ induction, understanding needs of a Catholic school

Category	Essential	Desirable
	• Experience of performance management and supporting the continuing professional development of colleagues • Understanding of effective budget planning and resource deployment	• Understanding of how financial and resource management enable a school to achieve its educational priorities
8. Accountability	• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, 'governors', parishioners and clergy • Experience of effective whole-school self-evaluation and improvement strategies • Ability to provide clear information and advice to staff and governors • Secure understanding of strategies for performance management	• Experience of presenting reports to Governors • Understanding the criteria for the evaluation of a Catholic school • Leading sessions to inform parents • Experience of offering challenge and support to improve performance
9. Skills, Qualities & Abilities	• High quality teaching skills • Strong commitment to the mission of a Catholic school • Commitment to their own spiritual formation and that of pupils • High expectations of pupils' learning and attainment • Strong commitment to school improvement and raising achievement for all • Ability to build and maintain good relationships • Ability to remain positive and enthusiastic when working under pressure	

Category	Essential	Desirable
	• Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children • Good communication skills • Good interpersonal skills • Stamina and resilience • Confidence	
10. References	• Positive and supportive faith reference from priest where applicant regularly worships • Positive recommendation in professional references • Satisfactory health and attendance record	• Faith reference without reservation • Professional reference without reservation

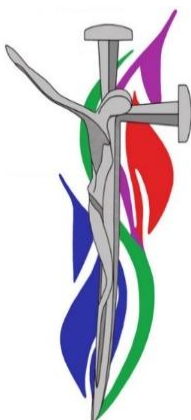
NOTE:

- The panel are advised to focus on determining whether the candidates meet the requirements in relation to the ten broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing all the various aspects of the interview process.
- The panel may wish to determine at the outset in which aspects of the selection process they will seek to find evidence to meet the above criteria.



St. Thomas More Catholic Primary School

Part of Holy Cross Catholic MAC



Achieving together in faith

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Please refer to our website for further details about our school:
<https://www.stm.hccmac.co.uk/>

