

St Mary Magdalen's Catholic Primary School



*"We seek at all times to bear witness to Jesus Christ."
"Deep roots, kind hearts, big dreams"*

Headteacher

Salary: L15-L21: £70,368-£80,944

Closing Date: 5pm Monday 19th February 2024

Interviews: Monday 26th February 2024

Start Date: 1st September 2024

St Mary Magdalen's is a thriving and friendly small school at the heart of a welcoming and inclusive Catholic community in the London Borough of Richmond upon Thames and the Archdiocese of Southwark.

The Governing Board wish to appoint a dynamic and inspiring leader to work in partnership with our highly skilled, dedicated and caring staff, a supportive governing board and happy, motivated children.

St Mary Magdalen's offers a particularly warm and nurturing environment. Our children are happy, enthusiastic and eager to learn. There is a lovely village feel to our school, which is at the heart of our local community and we have exceptional support from our parents. We are fortunate indeed to be right next door to our beautiful Parish church, which provides wonderful opportunities for whole school Masses and regular visits from our Parish priest, supporting our teachers and working with our children in class. At the same time, we are a diverse and inclusive community, with children of a range of faiths and backgrounds, all supported by our guiding commitment to quality of education for all.

We strongly recommend a visit to our school, so you can experience first-hand the special feeling that is remarked on by so many of our visitors. Come and feel the energy and vibrancy that makes our school so special.

We are looking for a Headteacher who:

- will put children at the heart of all they do, with a passion for developing children's love of learning
- will build on our high standards of attainment and achievement, to drive improvements in teaching and learning
- will work collaboratively with staff and governors, to develop our school vision to achieve the best possible academic and pastoral outcomes for all our children
- will be flexible, resilient and capable of managing a wide range of responsibilities
- will value and develop our engrained culture of nurturing every child
- is a confident, aspirational leader, with an ability to build successful and trusting relationships at all levels, and with all partners

- is a practising Catholic who supports the school's Catholic ethos
- above all will lead us in our mission to shape our community and the lives of the wonderful children entrusted to us

In return we can offer:

- enthusiastic, considerate pupils, who are keen to learn
- committed, capable, and passionate staff
- a happy and caring working environment, rooted in our Catholic mission
- a supportive school community of governors and parents

School Tours:

Please contact the school office to arrange a time to see for yourself our special school community, of which we are all so proud.

Note that applications must be made on the Catholic Education Service application form. This ensures that safer recruitment guidelines can be followed.

In accordance with KCSIE we may conduct an online search for applicants who have been shortlisted.

No CVs will be accepted.

St Mary Magdalen's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service Application and provide at least two referees and provide proof of right to work in the UK.

School Address:

St. Mary Magdalen's Catholic Primary School, Worple Street, Mortlake, London, SW14 8HE.
020 8876 6679
admin@st-marymagdalens.richmond.sch.uk

St Mary Magdalen's Catholic Primary School



Job Description

Mission Statement: We are a Roman Catholic community, placing God at the centre of our lives. Christian values permeate every aspect of the school day. As a small friendly school, we aim to produce the warmth and intimacy of the family. We recognise each individual as special and loved by God, caring for one another and fostering love, trust and respect. When mistakes are made we recognise them as opportunities for learning and consequent reconciliation.

We aim to help all children fulfil their potential. We have high expectations of the children; we want them to do their best socially, personally, academically and spiritually. We recognise each child's full entitlement to education. We value children's uniqueness and endeavour to nurture their potential. We strive to promote in them a sense of personal worth and self-confidence, as well as an awareness of their responsibilities to self and others.

Job Purpose: To lead and manage the school in consultation with the governing board, in order to provide a Catholic Christian educational community in which all are enabled to achieve their highest potential.

Responsible to: The Headteacher is an employee of the governing board and is required to carry out professional duties as detailed in this job description, and 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.

The Strategic Direction and Development of the School

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

Main tasks:

- to ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- to work with the diocese, parishes and others to create a shared culture and positive climate that reflects the Mission of the Church in education
- to work with the governing board in forming educational aims and objectives, targets, outcomes and policies for their implementation
- to develop the school's development/improvement plan to promote and sustain ongoing improvement
- to work with and motivate others to ensure creativity, innovation and quality, including the use of appropriate new technology, to achieve excellence and nurture human wholeness

- to ensure that strategic planning is based on the governing board's policies and takes account of the diversity, values and experiences of the school and wider community and the mission of the Church in education

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.

- in consultation with the governing board to develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils
- to determine and implement a diverse and flexible curriculum and implement an effective assessment framework
- to develop systems of evaluating individual pupil progress to improve learning and teaching, motivate pupils, inform parents and challenge staff, including the use of new technology to enhance and extend the learning experience of pupils and staff
- to ensure the diocesan policies on religious education, sex and relationship education and worship are implemented
- to monitor, evaluate and review teaching practices and promote improvement strategies;
- to identify excellent practice in teaching and disseminate to develop practice across the school
- to challenge underperformance at all levels and ensure effective remedial action
- to implement strategies to secure high standards of behaviour and attendance
- to develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting

Leading and Managing Staff

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

Main tasks:

- to assist the governing board in determining the staffing structure for the school
- to develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff having regard to diocesan guidance and advice
- to treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success
- to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
- to develop and maintain a realistic culture of high expectation for self and others and take appropriate action where necessary
- to review own practice regularly, set targets and take responsibility for own development
- to have regard to the work/life balance of individual members of staff

Managing the Organisation

In the Catholic school the deployment of staff, finance, material resources, and time should be done to promote the common good in achieving the outcomes identified in the development/improvement plan.

Main tasks:

- to implement policies and procedures of the governing board to create an organisational structure, which reflects the school's Catholic Christian values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements
- to take responsibility and account for the financial and material resources which are delegated to the Headteacher
- to manage the school's financial, and human resources effectively and efficiently to achieve the school's educational goals and priorities
- to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive nature of the Catholic school
- to ensure stewardship of the buildings and grounds in relation to diocesan requirements
- to ensure safeguarding is central to all decision making so that the school provides a safe and secure environment for all who work in and visit the school
- to ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money
- to use new technology to improve the effective use of resources

Securing Accountability

In the Catholic school the Headteacher fulfils their responsibilities in accordance with its Instrument of Government. The Headteacher supports the governing board in fulfilling its responsibilities under Canon Law to the diocese and in accordance with English law.

Main tasks:

- to fulfil contractual commitments in relation to the governing board including attendance at governing board meetings, reporting to the governing board as required and assisting it in its work as needed
- to develop and maintain positive relationships with parishes, the wider Catholic community, other Catholic schools and other schools in the area
- to recognise 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
- to develop a Catholic ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes
- to ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation

- to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents, governors, the Diocese and the local authority
- to provide opportunities for parents to have dialogue and meetings with staff in the school to support their children's learning
- to liaise with other agencies as appropriate
- to ensure accurate and up to date records are maintained to satisfy safeguarding regulations
- to reflect on own personal contributions to school achievement and to take account of feedback from others

Strengthening Community

In a Catholic school the Headteacher shares responsibility for the mission of the school and the wider diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague Headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate.

Main tasks:

- to build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith
- to create and promote positive strategies for challenging all types of prejudices and discrimination
- to liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations
- to seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community
- to contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools
- to promote and develop the good reputation of the school within the local and wider communities

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Person Specification

Key: (E) is essential criteria and (D) is desirable criteria.

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Introduction

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

Faith Commitment

A practicing and committed Catholic (E)

A secure understanding of the distinctive nature of the Catholic school (E)

Understanding of the school's role in the Catholic and wider community (E)

Ability to lead acts of worship in the Catholic school (E)

Qualifications and Training

Qualified teacher status (E)

Honours graduate or equivalent (E)

Evidence of continuing professional development including leadership (E)

Evidence of ability to lead quality professional development opportunities (E)

Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education (D)

Experience

Proven successful track record of teaching in at least two key stage areas (E)

Successful experience of senior leadership at assistant or deputy level or equivalent (E)

Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives (E)

Thorough knowledge and understanding of current educational issues (E)

Recent experience in a Catholic school (D)

Experience of school/diocesan inspections (D)

Strategic Leadership

Ability to articulate and share a vision for the Catholic school (E)

Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement (E)

Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes (E)

Ability to develop and maintain a positive culture of high expectation and performance (E)

Understanding of and commitment to promoting the safeguarding and welfare of pupils (E)

Learning and Teaching

A secure understanding of the statutory requirements for the curriculum and assessment (E)

Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs (E)

A secure understanding of assessment procedures and practices which enhance pupils' learning (E)

Experience of effective monitoring and evaluation of learning and teaching (E)

Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour (E)

The ability to role model excellent teaching (D)

Leading and Managing Staff

Ability to delegate and support colleagues (E)

Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual (E)

Understanding of budget planning, staff deployment and effective use of resources (E)

A commitment to the pastoral care of staff (E)

Involvement in staff recruitment, appointment and induction (D)

Accountability

An understanding of the relationship between the Headteacher and the governing board (E)

Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media (E)

Ability to set clear targets and the means in which to achieve them (E)

Ability to present and market the school at its best in the Catholic and wider communities and in the media (E)