



St Louis Catholic Primary School

To love, wonder and achieve together.

HEADTEACHER RECRUITMENT PACK

JULY 2019

WELCOME TO ST LOUIS CATHOLIC PRIMARY SCHOOL



'I remember choosing St Louis after visiting all those years ago when I first sensed the warmth and family feel, and that is exactly how it has remained, you are running a wonderful school ... St Louis is very special place.'



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MISSION STATEMENT

THIS IS OUR SCHOOL - WE ARE A FAMILY EACH ONE KNOWN AND VALUED

THIS IS OUR SCHOOL - LET US GROW STRONG HERE, EACH TO OUR FULL – MIND, BODY AND SOUL

THIS IS OUR SCHOOL - LET PEACE BE HERE AND JUSTICE AND HOPE



SCHOOL INFORMATION

TYPE OF SCHOOL	Voluntary Aided Catholic Primary School
AGE RANGE	4 – 11 KS1 & KS2
NUMBER ON ROLL	186
AVERAGE CLASS SIZE	27
NUMBER OF STAFF	33
NUMBER OF TEACHERS / TAS	9 / 13
ATTENDANCE	To Dec 18 - 95.73%



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LETTER FROM CHAIR OF GOVERNORS

Dear Candidate

Thank you for your interest in the post. I hope you will find the application pack useful and informative, and that it will encourage and persuade you to apply to take on this exciting opportunity.

St Louis School is situated in the popular Somerset town of Frome, close to the cities of Bath and Bristol and is well known for its monthly Independent Market. In March 2018 it was voted the best place to live in the South West (The Sunday Times).

As a result of our headteacher retiring in August 2019 after 18 years of successfully leading, supporting and developing the school, we are now seeking to appoint an energetic, ambitious practising Catholic to take St Louis through the next phase of its journey and development.

St Louis School is a warm and friendly school, thriving academically and pastorally, full of talented, happy children who want to learn, are encouraged to think for themselves and are accepting and respectful of others.

We offer an experienced and enthusiastic staff who work together as a committed, supportive team, a well-informed, active governing body who will support and challenge and a deep sense of family, with parents and grandparents having been pupils at the school and many families being part of our Parish community.

We would encourage you to visit the school, to see us at work. Visits can be arranged through the school office. Please contact Julie Probert, School Business Manager, on 01373 463728.

Yours faithfully

Samantha Brinn
Chair of Governors



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LETTER FROM THE PARISH PRIEST OF ST CATHARINE OF ALEXANDRIA, FROME

Dear Candidate

It is always a joy to come to St Louis, there are so many highlights at the school which distinguish us from others in the locality. My experience of celebrating Mass is such a joyful experience. Those who come from the parish to join in the liturgy tell me they witness pupils who are well prepared by the staff to participate fully in the service.



I employ a dialogue approach to preaching at Mass. All the children are keen to have their say, which can surprise us; whether it be by the depth of thought they display or the good humour they bring to our act of worship. Jesus loves that we enjoy worshipping him and this is not limited to just Catholic pupils; the mix of religious and cultural backgrounds enriches us all. Recently, we had a Mass for Ash Wednesday, and members of the chaplaincy team joined me in distributing the ashes, and they did so with immense care and reverence; they were exemplary. This is witness to the way each child is encouraged to be a good example to each other. This is part of the school's caring culture; the pupils and staff care for each other, in class, outside at play and in the staffroom.

Joining the pupils in their classrooms to share in the topics they are studying reveals the attention and thoroughness their teachers bring to teaching. This is manifested by the very good and challenging questions put to me, and the way they answer my questions to them. I do this in a similarly dialogical way as my preaching, which provides an exciting and interesting exchange. The children are attentive and keen to learn, and they teach me so much in return. I believe this exemplifies Mr Triggs high standards and expectations.

This is a very happy school, and when I compare this with my own memories of primary school, I see, here, how the children feel valued for who they are, more so than was often the case in the past; this is a tribute to the staff, the parents and the children who pull together to make our school the wonderful environment that it is.

May God bless us all in our endeavours.

Fr. Richard

Rev Canon Richard Dwyer, V.J.
<http://www.stcatharines.co.uk/>



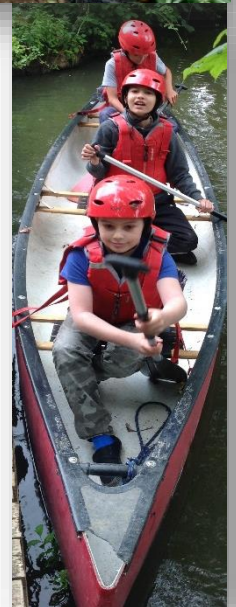
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OUR SCHOOL

St Louis prides itself on its busy school life and here is a snapshot of some of the great things that you can see, hear and feel at our school:

- Family groups are weekly afternoon sessions where children from Reception to Year 6 spend time together in mixed year groups
- Wealth of cultures and languages amongst our children and staff
- Outward facing staff
- Heritage Orchard looked after by the school and the Frome Apple Group
- Large off-site field that hosts Sports Day and PE
- Access to Forest School
- Popular breakfast club
- Local allotments tended to by staff, children and volunteers
- Volunteers working in the library and listening to children read
- School sports teams regularly taking part in local competitions and festivals
- NCETM, with lead teacher in the Boolean Maths Hub supporting other schools
- Link programmes with the Frome Learning Partnership and the Emmaus Hub
- Trainee teacher initiative with Bath Spa University
- 'Connecting Classrooms' charity work in Uganda
- Fundraising for CAFOD and using it as a resource for education
- Committed CPD for all
- Broad range of after school clubs
- A busy School Council





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- A dedicated Chaplaincy Team

What makes our school special?

Our School is Special because everybody in our School is Kind, Supportive, Clever and Jolly. Our School is different to the other schools because we have Mass every once in a while.



CURRICULUM

Our planning is designed to provide opportunities for children to experience a rich curriculum which will inspire them and raise aspirations and ambition. We give children responsibility, involve them in making plans and following them through, including social enterprise opportunities and give them a voice so that they can express themselves confidently and eloquently. We want our children to love coming to school, to care about and take a pride in what they do for themselves and others. We want them to look at God's amazing world with wonder and treat it and everything in it with respect. We want them to be the best they can be to achieve their full potential.

HISTORY

St. Louis Primary was founded by the Order of St Louis in 1902. The convent building can still be seen next door to the West House. Over the years the



Catholic School founded by nuns of St Louis. The building can still be seen next door to the West House. Over the years the



St Louis Catholic Primary School

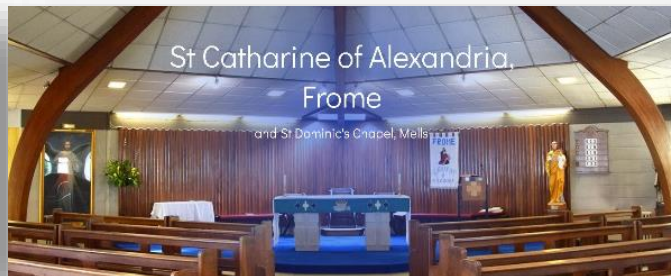
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of children grew and in October 1970 St Louis officially opened as the Catholic school with two 'temporary' classrooms which would be later extended to include other classrooms and a hall. Numbers of children continued to grow and in 1994 St Louis became a Primary school. Major rebuilding works were completed in February 2008 making our school light, airy and providing a high-quality learning environment.



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THE PARISH

We value our links with the Parish of St Catharine with St Dominic, Mells and Canon Richard Dwyer, our Parish Priest. Canon Richard visits the school regularly to talk with staff and pupils. Mass is celebrated in school and at St Catharine's Church and the children play an active part in worship. Many of the pupils move on to St Augustine's Catholic College, Trowbridge, for their Secondary education.



PARENTS

St Louis' benefits from an active Parent and Staff Association (PSA) who run regular social and fund-raising events, including the Christmas Fair, Summer BBQ, World Food Night and craft competitions. There are also a number of committed volunteers who support the school by hearing readers, running the school library and helping with school trips. Many of the parents of children currently at the school were educated at St Louis, as were many of the grandparents, which gives the school a distinctive family atmosphere.

'...I have been impressed with the care and dedication of all staff – many thanks to all of you.'





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CATHOLIC LIFE, RELIGIOUS EDUCATION, AND THE WIDER CURRICULUM

St Louis is a Catholic School with a strong Christian ethos that runs throughout the curriculum and guides everything that we do. We aim to provide a caring and supportive environment in which your children can learn and grow spiritually, emotionally and academically, surrounded by the love and faith of others.

As a Catholic school with Gospel values rooted deeply within what we do, we believe that:

- our learning and studies should help our children to look at the world around us with wonder, to question and to be curious.
- we should live what we learn in our studies and reflections about Jesus by being practical and proactive, through working with others as well as for charities.
- our children should grow confident, to give things a go and to follow through, even when it gets tough.

Our aim is for our children to **love, wonder and achieve** together.

PARTNERSHIPS WITH OTHER SCHOOLS

We are committed to working in collaboration with other schools. St Louis Catholic Primary School belongs to the Frome Learning Partnership, a partnership of Catholic Schools called the Emmaus Hub and the Boolean Maths Hub. We play a full and active role within all of them.

The Frome Learning Partnership is made up of seventeen schools in and around Frome. The partnership collaborates on school improvement projects and also has joint responsibility for supporting all children at risk of exclusion. St Louis hosts two members of staff on behalf of the Frome LP who work across all Frome schools and our School Business Manager manages the joint FLP budget. Headteachers also provide mutual support and advice as and when required.

The Emmaus Hub is made up of thirteen Catholic schools across Wiltshire, Dorset and Hampshire. There has been informal collaboration in the past which has been made more substantial over the last two years and continues to develop. With six other schools of the Emmaus Hub, St Louis is hosting student teachers, full time, throughout the year in partnership with Bath Spa University.



The Boolean Maths Hub works to support schools in developing their teaching of maths across the South West. St Louis leads a local research group - the emphasis is on collaborative research and professional development led by our maths mastery specialist teacher. These are not top-down, one off courses. We currently work with six schools from Wiltshire as part of this national project.

The latest OFSTED and Section 48 reports, along with information on the governing body and much else, can be found on the [school website](#).

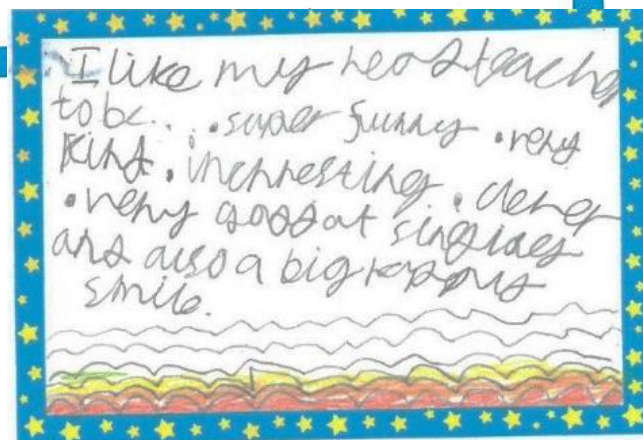
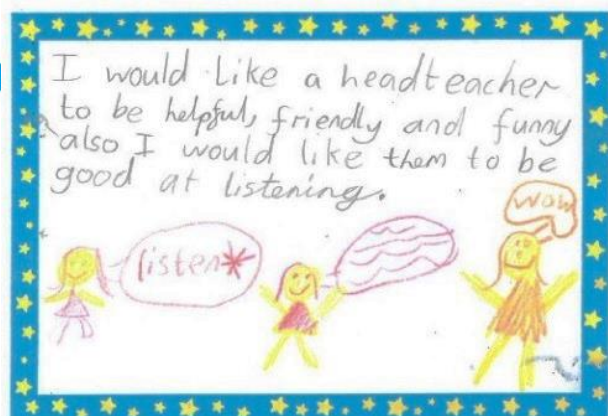
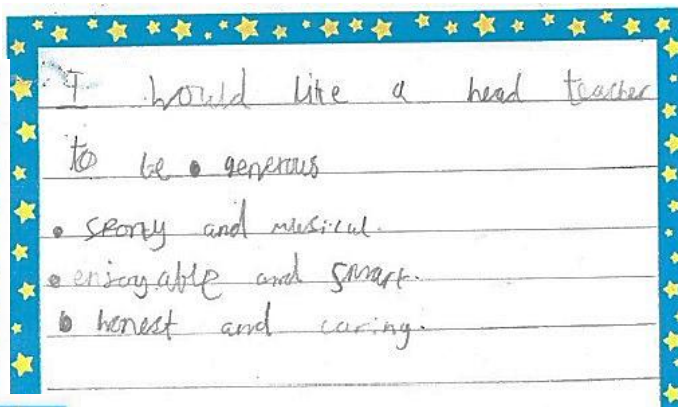




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PERSON SPECIFICATION



QUALIFICATIONS

ESSENTIAL	DESIRABLE
qualified teacher status	Catholic Teachers' Certificate or another Catholic teachers' qualification, such as CCRS
practising, committed Catholic, supported by reference from a Priest	active participation in the community employment in one or more Catholic schools
Bishop Declan's definition of what it means to be 'practising Catholic' : 'a person is a practicing Catholic if they strive to live according to the teachings and doctrines of the church, keeping the Church's precept of attending Mass on Sundays and Holy Days of Obligation, try to witness by their lives to the reality of Christ's presence amongst us and try to ensure there is no dichotomy between what they profess and how they live.'	

EXPERIENCE

ESSENTIAL	DESIRABLE
experience as a Head, Deputy Head, Assistant Head or equivalent, with the ability to lead, manage, inspire, and enable staff to be excellent teachers and facilitators of learning, motivating and supporting all	experience of setting clear and measurable objectives for staff and pupils, to which staff are held accountable experience of involvement in managing school finances and budgets experience of working alongside and providing Governors with high quality pupil tracking and performance data that is both relevant and understandable.



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ESSENTIAL	DESIRABLE
	<p>experience of working in partnership with the Diocese, the Local Authority, other partner schools and outside agencies</p> <p>evidence of supporting other schools</p> <p>evidence of collaboration with other schools (in MATs, partnerships, hubs or other forms of collaboration)</p>
experience of leading and managing significant change in school or throughout a group of schools, in curriculum, assessment, pastoral, and teaching and learning or other areas	<p>experience of leading teaching and learning of RE in a Catholic school</p> <p>record of outstanding classroom teaching within the primary age-range</p> <p>evidence of recent research or CPD: for example, in outstanding learning, in how best to develop a school, NPQH, OFSTED training, NLE or LLE</p> <p>evidence of developing colleagues who are not meeting expected standards</p>
experience of meeting the individual needs of the whole child through child-centred learning ensuring each child reaches his or her full potential	experience of working effectively with other leaders and Governing body to continually move the school forward
an inclusive practitioner who understands and has knowledge and experience of working with children with SEND and EAL needs, and is able to cater for the needs of all pupils	
experience of monitoring and evaluating the quality of teaching and learning throughout the school and using performance data and current assessment methods to identify learning needs and raise standards and achievement	<p>experience of delivering INSET</p> <p>experience of planning, implementing, evaluating and prioritising staff development</p> <p>experience of policy development and implementation</p>

SKILLS, KNOWLEDGE & UNDERSTANDING

ESSENTIAL	DESIRABLE
ability to lead by example and communicate a clear Catholic vision and ethos	conversant with the governors' statutory role in a Catholic school and knowledge of current legislation and developments in Catholic education
ability to support and lead the Catholic identity of the school and nurture the children's spiritual development, including the ability to lead collective worship which contributes and enriches the prayer and spiritual life of the school	involvement in the life of a parish
willingness to maintain and develop the sacramental life of the school	
the ability to use whole school self-evaluation to raise standards and bring about school improvement	awareness and understanding of the current OFSTED and Section 48 processes and frameworks
an ability to understand the financial management of a school; a willingness to undertake necessary training in this area	
to be an effective communicator and good listener to a wide variety of audiences and in a variety of settings	
an ability to help children and their families overcome barriers to learning	recognise and celebrate the richness and diversity of the school's communities



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ESSENTIAL	DESIRABLE
outstanding team leader who leads by example and is able to motivate and inspire the whole school community	
confident decision-maker, able to think strategically whilst managing priorities and time; ability to delegate as appropriate	
the ability to set and embed the highest standards of behaviour throughout the school	
ability to manage and develop a broad and balanced curriculum, including the use of technology, with the confidence to be innovative and creative	good personal skills in technology
ability to support staff to develop the quality of their practice	proven track record of recruiting high quality staff
knowledge and ability to ensure safeguarding and promote the welfare of all children	
appropriate training, e.g. DSL and Safer Recruitment, or a commitment to do so	

QUALITIES

ESSENTIAL	DESIRABLE
ability to maintain, lead and promote the Catholic life of the school and its place within linked parishes and the wider community	the ambition, drive, and creativity to embrace the present and future challenges in education
desire to maintain, develop and communicate the ethos of the school	
desire to get to know the individual children and to celebrate and value individual differences	
open, approachable, supportive to staff, and concerned for their wellbeing and work/life balance	
open, approachable and supportive to parents/carers and committed to being an active participant in all aspects of school life	
highly motivated with high expectations that can be communicated to all community members	
the ability to identify opportunities to develop the school strategically	
resilient, with a positive outlook and the ability to demonstrate focus, consistency and equanimity	
high levels of oral and written articulacy and appropriate numeracy	
a desire to collaborate with other schools, especially Diocesan ones, to contribute to developments with the Emmaus Partnership and the Frome Learning Partnership (FLP) and to shape the future	
actively promote the school in the local community	



JOB DESCRIPTION

SCHOOL	ST LOUIS' CATHOLIC PRIMARY SCHOOL, FROME
POST	HEAD TEACHER

The contract of employment between the governing body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service.

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors, the diocese and local authority to continue to lead the school's self-evaluation and to review and implement the school development plan.

The following draws upon the generic qualifications, knowledge, experience, skills, and qualities needed to fulfil the role of Head Teacher which are set out in *National Standards for Headteachers* (DfE-00019-2015) with which candidates should be familiar.

MAIN PURPOSE OF THE JOB:

The Headteacher is an employee of the governing body and is required:

- to carry out his/her professional duties in accordance with the school's trust deed, the instrument of government/articles of association of the school, Canon Law and the teachings of the Catholic Church, the terms and conditions of the current "School Teachers' Pay and Conditions Document" and carry out the duties set out in sections 2 and 9 of this document;
- to be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing;
- to promote and safeguard the welfare of children and young persons for whom the school and governing body is responsible and those with whom they come into contact.

1 Strategic Leadership

- 1.1 Maintain and extend the Catholic ethos in accordance with the teachings of the Catholic church and Bishops Conference requirements and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils with sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life.
- 1.2 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the local authority, the diocese, the parish, the local community, OFSTED and others, to enable them to play their part effectively.
- 1.3 Lead by example, provide inspiration and motivation for the pupils, staff, governors and parents with respect to the vision, purposes and leadership of the school.



- 1.4 Encourage all those involved in the school to be committed to its aims and to be accountable in meeting long-term, medium-term, and short-term objectives to secure school improvement and targets which secure the educational success of the school.
- 1.5 Ensure that the management, finance, organisation and administration of the school support its vision and aims.
- 1.6 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving value for money.

2 The Curriculum

- 2.1 Identify, determine and keep under review, in consultation with the governing body and teaching staff, overall aims and objectives for the school, underpinned by the school's mission statement and the School Development Plan.
- 2.2 Determine, organise and implement a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic ethos and identity of the school and the Church's teaching mission.
- 2.3 Deliver a curriculum relevant to the academic abilities and needs of all pupils, subject to the direction of the governing body.
- 2.4 Ensure effective delivery of the curriculum and high standards of expectation to maximise the achievement of pupils.
- 2.5 Maintain an efficient and effective system of record-keeping and assessment to monitor communication with parents and pupils to ensure that the aims relating to each pupil's progress are achieved and that the school's belief in the dignity and value of each individual is upheld.
- 2.6 Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy.
- 2.7 Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.

3 Pupils

- 3.1 Maintain a school environment and pastoral programme in which the needs and values of individual pupils are recognised, and which also contribute positively towards their spiritual, social and emotional development.
- 3.2 Determine the norms of behaviour and discipline for pupils and staff in accordance with the teachings of the Catholic Church and with any general principles and guidance provided by the governing body.
- 3.3 Ensure the maintenance of good order and discipline at all times during the school day (including the mid-day break) when pupils are present on the school premises and during authorised activities elsewhere.



4 Staff: teaching and non-teaching

- 4.1 Support the governing body in the selection and appointment of the teaching and non-teaching staff of the school.
- 4.2 Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them (including such duties as the Headteacher may properly delegate to a Deputy Headteacher, Assistant Headteacher or other members of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- 4.3 Maintain job descriptions for all staff which are consistent with their conditions of employment.
- 4.4 Ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school taking account of their teaching and other duties.
- 4.5 Report to the chair of governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers.
- 4.6 Regularly review your own practice, set personal targets and take responsibility for your own personal development by participating positively in arrangements made for appraisal of Headteacher performance.
- 4.7 Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.
- 4.8 Manage your own workload and that of others to allow an appropriate work/life balance.
- 4.9 On behalf of the Frome Learning Partnership, manage two members of staff working across the Frome Learning Partnership schools (current arrangement).

5 Communication and consultation

- 5.1 Provide clear leadership by the development and implementation of policies which promote the aims of the school and underpin its Catholic ethos.
- 5.2 Establish and maintain good relations and channels of communication with external agencies in order to support the needs of individual pupils and their families.
- 5.3 Promote effective communications with the governing body of the school, the Clifton Diocese Department for Schools and Colleges, other diocesan bodies, the local authority (Somerset) and the Department for Education.
- 5.4 Collaborate with schools in the Emmaus Catholic Schools Partnership and contribute towards the process of closer co-operation between these schools, as they develop towards multi-academy trust status.
- 5.5 Collaborate with schools in the Frome Learning Partnership.
- 5.6 Work in partnership with parents, recognising that they are the prime educators of their children.
- 5.7 Support and promote close links between home, parish, school and the wider community.



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5.8 Co-ordinate the school's work with those secondary schools to which pupils progress in order to ensure continuity of learning.

5.9 Promote and support the diocesan policy of Catholic education.

6 Finance

6.1 Be accountable for the management and quality control of budgets in partnership with the governing body.

7 Resources

7.1 Maintain proper procedures for the security, supervision and upkeep of the school buildings and grounds and all matters relating to health and safety.

8 Other duties

8.1 Undertake professional development activity commensurate with the position of Headteacher.

8.2 Undertake responsibilities relating to the school's work which are delegated to the Headteacher by the governing body.

8.3 Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of your functions as Headteacher at any time when you are absent from school. Work in partnership with the senior leadership team to ensure that the school is properly managed at all times.

8.4 Participate to such an extent as may be appropriate, having regard to your other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

8.5 Report in appropriate ways to the governing body on all relevant aspects of the school's work, especially its mission statement, curriculum, current policies, intended developments and the management of school finances.

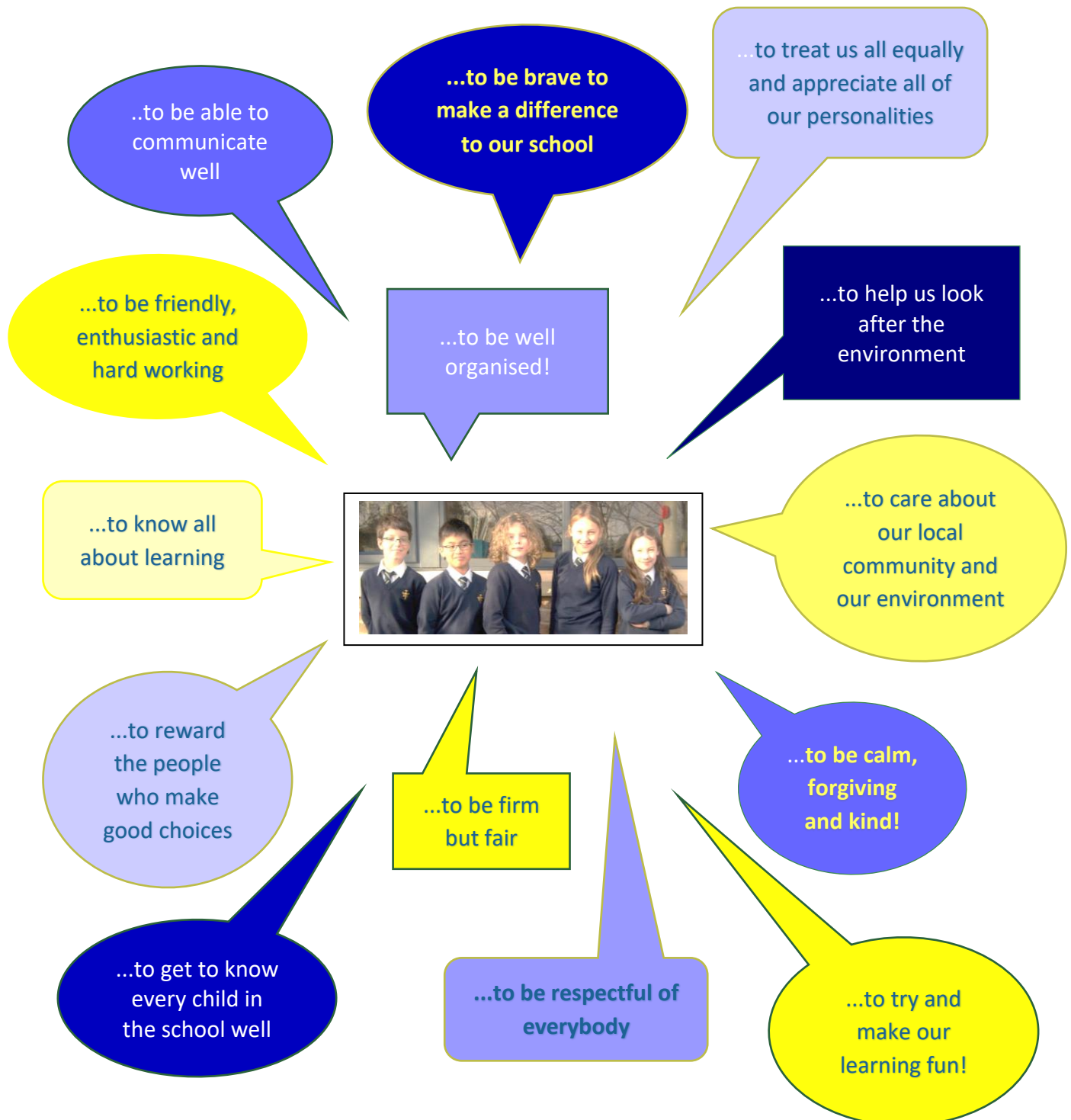
8.6 Undertake such other duties as may reasonably be expected by the governing body.



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THESE ARE THE QUALITIES OUR NEW HEAD TEACHER NEEDS, ACCORDING TO OUR SCHOOL COUNCIL.





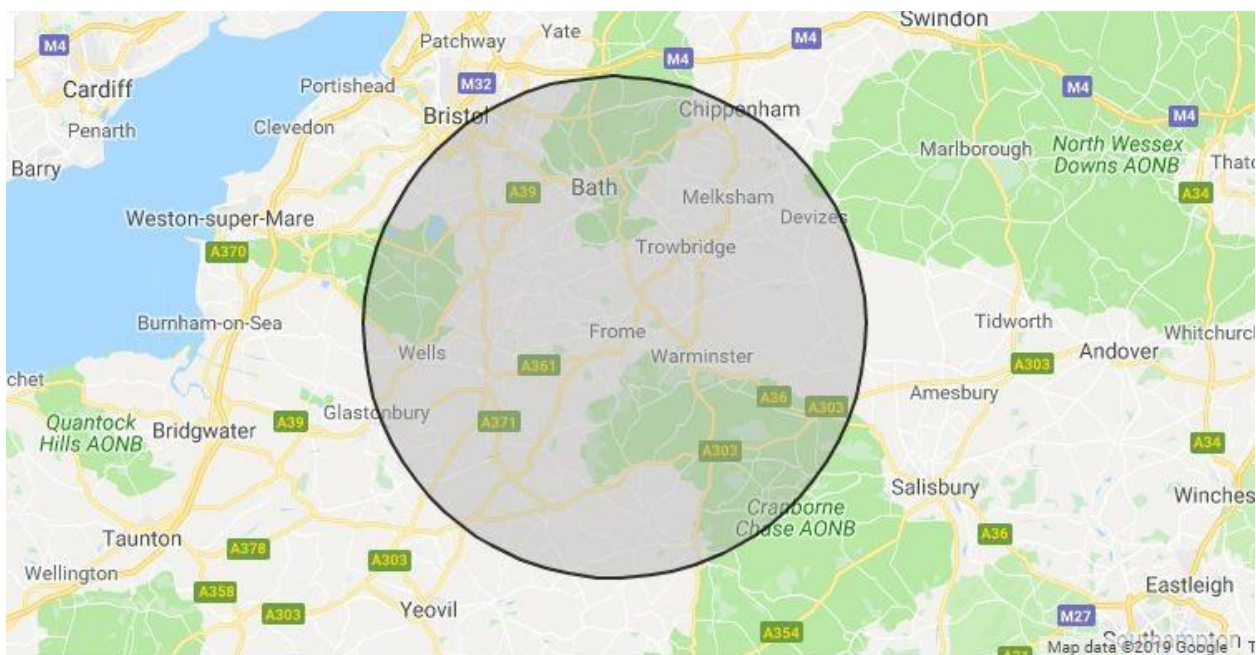
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LOCATION

St Louis School is in the centre of the thriving market town of Frome. We are within a 30 minute drive from Bath and parts of Bristol. Frome is consistently voted in the press as one of the most attractive places to live in the UK, with a heritage stretching back to the 16th Century when it was a successful weaving centre and a more important place than Bath. In recent years the town has become a hub of cultural activity, with artists, craftspeople, writers and creatives moving here, to compliment the traditional industries in the area.

For more information go to <https://www.discoverfrome.co.uk/>



THANK YOU FOR READING OUR HANDBOOK

We hope you have enjoyed learning about St Louis, that you have got all the information you need to make your application and that you will apply for the position of headteacher. If you have any questions, please do not hesitate to get in touch with Julie on 01373 463728.