



HEADTEACHER

Required September 2020

Salary: L18-24 (£62,426 - £71,590)
Group 3 NOR 420

Closing Date: 12 noon, Friday 26 February 2021.
Interviews: Wednesday 10 and Thursday 11 March 2021.

INFORMATION PACK



**ST DOMINIC SAVIO
CATHOLIC PRIMARY SCHOOL**
Western Avenue, Woodley, Berkshire RG5 3BH

Tel: 0118 969 3893 / 1606

E-mail: admin@st-dominicsavio.wokingham.sch.uk

CONTENTS

Welcome	3
Letter from the Governing Board	4
Our Mission and Strategic Priorities	5
Our Staff & Pupil Voice	7
Job Description	8
Person Specification	9
Key School Data	11
Diocese of Portsmouth, Catholic Academies and Schools Office	12
Application Procedure	13



“ Pupils are outstanding ambassadors for the school. **”**

Section 48 Inspection,
Nov 2019





“
The school is a safe
place where everyone
is valued and where
we treat others as we
want to be treated.”

Pupil

WELCOME TO

St Dominic Savio Catholic Primary School

**To inspire curiosity, courage and belief in every child,
every day, so they may grow and achieve their full
potential in Christ.**

Governor Vision

St Dominic Savio School is a warm and welcoming Catholic school where all are respected and valued. Every day our focus is to provide a truly outstanding educational experience, ensuring our pupils develop their unique identity inspired by intellectual curiosity, courage in word and action, and the belief to achieve their aspirations.

Our diverse, engaged and supportive community, from a wide range of cultures and faiths, is highly valued and enriches our learning environment. The strong and effective relationships we nurture between home and school are a valuable asset that underpin our holistic approach to educating and developing every child.

We offer a broad, knowledge-rich learning environment, fully accessible to all, both in the classroom and across a fantastic range of extracurricular activities and educational visits, which serves to excite and engage every child and allow all talents to shine and be enjoyed.

The school draws huge benefit from its close proximity to St John Bosco Catholic Church, where the school regularly celebrates Mass, and from the valued support of the parish priest. The School is situated on a large, secure campus with excellent sporting facilities. Our 'hub of knowledge', a fantastic, well-resourced library, lies at the heart of the school. A beautiful prayer garden and indoor reflection area provide a space for quiet thought and prayer. A recently installed kitchen, to support our cooking club, and our newly refurbished music room and ICT suite enhance the quality of resources supporting our ambitious intent.

We value the strong partnership between school and home and the benefits that effective relationship brings. We offer both a Breakfast Club and After-School Club to meet the needs of our parent community.

Located in Berkshire, a short walk from the bustling centre of Woodley, Reading, the school is readily accessible from London, Oxford, Swindon and Southampton. It benefits from excellent transport links via the M4, M3 and M40 and Reading rail station.





St Dominic Savio Catholic Primary School

Western Avenue, Woodley,
Berkshire RG5 3BH

Dear Applicant

Thank you for your interest in our wonderful school which comes at an exciting stage in our journey to excellence. This vacancy has arisen through our current highly regarded Headteacher being appointed as Her Majesty's Inspector for Ofsted.

Our pupils are at the heart of our vision. All that we do and strive for is focused towards releasing the potential in every child. Over the past few years, our whole school community has been dedicated to creating a first class, rich and inspiring learning environment where all feel welcome, respected, fully included and able to achieve their full potential in Christ; where there is truly no ceiling on achievement. A tremendous foundation is in place for an exceptional and passionate leader to evolve, champion and deliver our aspirational vision.

We are extremely proud to have received a judgement of 'Outstanding' in our recent **Section 5 Ofsted inspection**, which we believe is deserved recognition of the high standards we apply to every aspect of our school and offering. In our recent **Section 48 Diocesan inspection** we also achieved 'Outstanding', reflecting our commitment to embedding our Catholic faith and ethos throughout all aspects of school life. These achievements would not be possible without the dedication and expertise of our uniquely talented staff, our enthusiastic and happy pupils and our supportive whole school community, and we invite you to join us on our continuing journey of continual improvement.

The successful candidate will enjoy unrivalled support and commitment from a dedicated and professional Staff, Senior Leadership Team, Governing Board, our highly-valued Parent Consultation Group and PTA, and our three parish communities, all share our passion for excellence and a commitment to our educational and spiritual values.

This information pack provides further details about the vacancy, school and application process, which we hope you will find useful. We also recommend that you take a look at our **website**, our **YouTube** channel and our **Twitter** feed. However, to fully experience what we feel is truly unique about our school, our staff and our pupils, we strongly recommend, and warmly invite you to visit us.

Please do contact our office via email - **admin@st-dominicsavio.wokingham.sch.uk** or telephone - **0118 969 3893 / 1606** to schedule a visit.

Yours faithfully

Governing Board of St Dominic Savio Catholic Primary School



“ ———
This is a highly
professional
school with a
huge heart. ”

Ofsted Inspection,
Feb 2020

SERVE THE LORD WITH JOY

Our Strategic Priorities and What We Expect From a New Headteacher



To inspire curiosity, courage and belief in every child, every day, so they may grow and achieve their full potential in Christ.

Governor Vision

1 CATHOLIC LIFE OF THE SCHOOL

Our mission 'Serve the Lord with Joy' is at the heart of all that we do and aspire to. You will live your faith daily in our school, leading by example, and ensuring all are strongly committed to delivering our Catholic mission. We respect and value all cultures and faiths, so that all pupils gain an understanding of their unique and special place in God's creation and all can grow in the love of Christ. You will take a proactive approach to engaging with our three feeder parishes and, together with our parish priests, will develop further opportunities to celebrate our faith. Our school values its role and responsibilities within the wider Catholic community and is recognised as a centre of good practice across the Diocese. You will commit to building effective and mutually beneficial relationships, sharing knowledge and expertise across the Diocese to further the Church's mission in faith.



2 A SAFE, SECURE AND LOVING ENVIRONMENT

Exemplary safeguarding practice, ensuring a safe, happy and secure learning environment, is the most important duty placed upon a Headteacher and the Governing Board. You will be an exceptional practitioner in Safeguarding, fully versed with current legislation and best practice. You will take every action to ensure that safeguarding remains effective every day so that our children learn in a safe and secure setting.



3 INCLUSIVITY: NO EXCUSES OR LABELS

We are a fully inclusive school; every child has the right to experience the full offering our school provides. We treat access to all school activities as a fundamental right for all our pupils, whether it be our engaging and skilled teaching, our exciting and fun-filled school trips, or our diverse cultural activities, sports and enrichment clubs. Through effective challenge, support and inspiring leadership, you will fully embrace our inclusive approach; we set the bar high for all and are looking for you to take it higher.



“ I have always been made to feel comfortable and welcomed by all at St Dominic Savio. ”

Parent



“
The ambitious curriculum enables pupils to build a sophisticated web of knowledge, skills and key concepts in a range of subjects.”

Ofsted Inspection,
Feb 2020



4 A BROAD AND KNOWLEDGE-RICH CURRICULUM

Our curriculum is ambitious for all, accessible to all, engaging, stretching and knowledge-rich. It is a key strength of our school and a fundamental asset of our educational offering. We expect our Headteacher to recognise the significant benefits our curriculum offers our pupils and the extensive subject knowledge, passion and expertise of our staff in developing and delivering this offering so effectively. Your strategic insight and expertise on curriculum design will challenge our thinking, explore improvements to its implementation and develop effective ways to measure its impact on pupil progress and attainment.



5 EXCELLENT TEACHING AND STAFF WELL-BEING

Our exceptional and highly skilled staff are our greatest asset; it is through their passion and commitment to delivering the highest quality of education every day to every pupil that sets our school apart. We are committed to the provision of high-quality training and development. We place high value on well-being and seek ways to ensure a healthy work-life balance for all. We pride ourselves on the caring, supportive family values that are intrinsic in our school. You will use your expertise, compassion and understanding to further develop and support our outstanding team to deliver our expectations every day.



6 EXEMPLARY BEHAVIOUR

We are able to deliver a high-quality curriculum effectively because we are committed to creating an optimum teaching and learning environment; this is fundamental to our success. Our pupils are fully engaged and have a hugely positive attitude to mutually respectful behaviour. You will support our rigorous approach to developing exemplary behaviour throughout our school and will commit to building strong and effective relationships with all stakeholders so that together, we can deliver our aspirational vision.

WE RESPECT, WE CARE, WE LISTEN, WE TAKE ACTION

We asked our school community what qualities and expertise are important to them in a new Headteacher. This is what they told us:

Our staff would like a Headteacher who:

- Is visionary and encourages aspiration for all
- Lives their faith daily and supports us to live ours
- Is committed to our values and one team ethos
- Has exceptional management skills; is able to delegate and empower
- Keeps up to date with research and pedagogy
- Is an experienced teacher across all key primary stages
- Is committed to quality CPD for all
- Demands a no excuses culture; takes difficult decisions
- Has high expectations for all; promotes a growth mindset ethos
- Values and endorses exemplary behaviour
- Has a strong commitment to staff well-being and a healthy work-life balance for all; is family oriented
- Values and preserves activities important to us (e.g. Christmas, Easter egg hunt, Dom Factor, Staff Pantomime)
- Values strong parish links

Our pupils would like a Headteacher who:

- Makes us feel safe
- Gets to know us and treats us all equally
- Firm but fair; quick to forgive
- Is approachable and understanding
- Encourages faith in God and follows Jesus' example
- Sets a good example and is good at sharing
- Listens to our ideas
- Never gives up
- Is keen to get involved and is seen around the school
- Encourages exercise and enjoys competitive sport
- Celebrates achievement
- Speaks clearly and delivers engaging assemblies
- Supports our school trips
- Lets Reception class have chicks again!

We all want someone who is:

- Intelligent
- Experienced
- Inspiring
- Honest and has integrity
- Respectful
- Driven; competitive
- Politically aware
- Respectful
- Polite
- Thoughtful
- Approachable
- Fair and transparent
- Passionate
- Courageous
- Confident
- Kind
- Loving
- Happy
- Cheerful
- Creative
- Helpful
- Funny
- Caring
- An excellent communicator

JOB TITLE: HEADTEACHER

Salary Range: Group 3 L18-24 £62,426 - £71,590

The core purpose of the Headteacher is to provide professional leadership and management for St Dominic Savio Catholic Primary School.

The Headteacher is an employee of the Governing Board and is required to carry out all duties professionally as detailed in the School Teachers' Pay and Conditions Document (2019) and for achieving the requirements set out in the DfE National Standards of Excellence for Headteachers (2015) at an appropriate level based on previous experience, induction and ongoing professional development. The Headteacher will work in partnership with the staff, Governing Board, Diocese of Portsmouth, Local Authority, and any other stakeholders invested in the school and its pupils.

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Governance states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Portsmouth. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he / she will ensure that the school is distinctively Catholic in all its aspects.

Key responsibilities:

STRATEGIC DIRECTION AND SCHOOL DEVELOPMENT

- Lead the Catholic ethos and culture of this Catholic School, securing its Mission Statement with all members of the school community
- Deliver the Governors' Vision for the school with passion and enthusiasm
- Provide ambitious and strategic leadership; be able to identify, lead and develop the strategic priorities for the school in partnership with key stakeholders
- Apply rigour and objectivity to regular analysis of data and other information that is relevant to achieving strategic priorities and fulfilment of statutory objectives by the Governing Board
- Be up-to-date with current inspection frameworks and use rigorous self-evaluation
- Provide research-informed educational leadership; keep fully apprised of emerging best practices and pursue continuous professional development
- Take responsibility for the allocation and effective management of the school budget

LEADERSHIP AND MANAGEMENT

- Ensure that the school's systems, organisation and processes are appropriate, efficient, legally compliant and fit for purpose
- Organise and deploy resources effectively within the school
- Ensure a safe, calm and well-ordered environment for all pupils and staff, whilst also ensuring effective safeguarding practice is embedded at all levels throughout the school
- Develop and manage teaching and learning throughout the school, using a full range of information, data and resources to support informed decision making
- Ensure our educational offering enables all pupils to access a broad and balanced curriculum
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments
- Inspire, develop and empower staff to achieve performance objectives as agreed in their annual performance appraisals, instilling a strong sense of accountability
- Promote engagement of staff with relevant continuing professional development; identify and nurture emerging talent, taking a proactive approach to succession management planning
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers
- Actively employ personal reflection and a formal appraisal of own performance for positive self-improvement and whole school benefit, proactively seeking additional support as appropriate

EXTERNAL PROFESSIONAL RESPONSIBILITIES

- Build effective professional relationships and strong communications with all stakeholders
- Actively engage with the school's three feeder parish communities, strengthening links to encourage more Catholic families to choose our school for their children's education
- Collaborate and work with colleagues and other relevant professionals within and beyond the school and Diocese, including relevant external agencies and bodies

The following attributes are essential for this role:

FAITH COMMITMENT

- Is a baptised, practising Catholic
- Is committed to Catholic education and fulfilling the Catholic mission of our school
- Is able to articulate a sound understanding of the distinctive nature of a Catholic school
- Has an understanding of the leadership role in the spiritual development of pupils and staff
- Understands the role of the Governing Board in a Catholic school in preserving and promoting the school's Catholic character
- Is committed to actively engaging with the local Catholic communities
- Has a clear understanding and experience of leading school worship

EDUCATION AND QUALIFICATIONS

- Degree and Qualified Teacher Status (QTS)
- Qualified to teach in the UK
- Relevant, recent, professional development

EXPERIENCE AND KNOWLEDGE

- Passion for teaching
- Proven track record of strong and effective leadership and school improvement as a Headteacher or Deputy Headteacher, preferably in a Catholic school
- Extensive experience of teaching and leadership across the Primary age range and an able and versatile classroom practitioner
- Up to date statutory Safeguarding and Child Protection training in compliance with KCSIE 2019

Additional postgraduate qualifications, including NPQH, would be an advantage.



“
Both spiritual and
moral development
are outstanding.”

Section 48 Inspection,
Nov 2019



Our ideal candidate will also be able to evidence the following attributes, however we welcome applications from candidates able to demonstrate potential and willingness to developing these.

LEADERSHIP AND MANAGEMENT

- Able to inspire others and lead by example and with integrity, passion and creativity
- Is able to make professional, managerial and organisational decisions based on informed judgements
- Has experience of financial management within education
- Has experience and a sound understanding of the effective deployment of school resources
- Can prioritise, plan and organise themselves and others
- Able to present a coherent, understandable and accurate account of the school's performance to all stakeholders
- Can think strategically, able to innovate and enact change effectively
- Has strong analytical skills, collecting and using relevant data to understand the strengths and areas of development of the school
- Demonstrate political insight and be conversant with current educational developments and debate
- Has experience of working effectively alongside a Governing Board to enable the school to realise its vision and the Governing Board to meet its statutory requirements
- Has strong and effective interpersonal skills to foster an open and equitable culture. Is able to collaborate and network successfully within and beyond the school and Diocese

TEACHING AND LEARNING

- Understands the principles and practice of effective teaching and learning, and keeps abreast of latest thinking to drive best practice
- Has experience of developing a curriculum which gives pupils the knowledge and cultural capital to succeed in life
- Has a proven track record of evaluating and improving the quality of teaching and learning, with high standards and clear expectations
- Is committed to, and has a vision for promoting inclusion, diversity and access for all
- Is able to challenge with insight, influence and motivate others to seek continual improvement to achieve academic excellence for all
- Manage and hold all staff to account for their professional conduct and practice
- Able to manage conflict effectively

PERSONAL DEVELOPMENT AND WELL-BEING

- Self-motivated with good organisational skills, able to prioritise, delegate effectively and empower others
- Is committed to self-improvement and the professional development of others
- Can reflect on personal performance and ask for and accept support from others including colleagues, Governors, the Diocese and the Local Authority
- Can prioritise and manage own workload and that of others to ensure a healthy work-life balance
- Understands the value of developing and sustaining a safe, secure and healthy school environment



To apply for the Headteacher role go to:
www.stdominicsavio.co.uk/join-our-team/

School visits are strongly encouraged and can be arranged upon contacting the school office:
admin@st-dominicsavio.wokingham.sch.uk

KEY SCHOOL DATA

Statistical Data and Other School Information:

Type of school	Primary; 2 Form Entry
Age range	4 - 11
Location	Woodley, Berkshire
Denomination	Roman Catholic
Co-educational or single sex	Co-educational
Number of children	420
Average class size	30
Authorised absence days	2.4% 2018-19
Number of teaching staff	20 (18.4 FTE)
Number of Teaching Assistants	24 (15.6 FTE)
% of children with FSM	8%
% of children with SEN	7%
% of children with EAL	30%

KEY STAGE 2 RESULTS 2018/19

60 pupils in this cohort

	Expected Standard	Higher Standard
Reading	93%	48%
Writing	95%	37%
Maths	95%	58%
Grammar, Punctuation & Spelling	97%	68%
RWM Combined	88%	22%

KEY STAGE 1 RESULTS 2018/19

	Expected Standard	Higher Standard
Reading	92%	35%
Writing	72%	13%
Maths	92%	38%

EARLY YEARS FOUNDATION STAGE

Good Level of Development +	82%
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Further details of school attainment are available at this link: [click here](#)



“ There is a pride in learning, a love of learning for its own sake. ”

Ofsted Inspection,
Feb 2020



“

The school is recognised as a centre of good practice across the diocese and often hosts visits from other schools.

”

Section 48 Inspection,
Dec 2019

CATHOLIC ACADEMIES AND SCHOOLS OFFICE

The Diocese of Portsmouth stretches from Oxford in the north to the south coast and also includes the Isle of Wight and the Channel Islands. In the Diocese there are 56 Catholic schools currently maintained by twelve local authorities and the States of Jersey and Guernsey. The schools work in 'partnership areas' to facilitate and encourage greater collaborative working. It is an exciting time to be joining one of our diocesan schools.

Forty-six of the schools are primary schools, there is one middle school, eight secondary schools and one all through school (4-18).

There are also 15 independent preparatory or secondary schools.

The Catholic Academies and Schools Office (CASO) supports Catholic schools in implementing their mission, in delivering an education which is religious in both its context and content within a community founded on the values of the Gospel. In carrying out this work CASO:

- Promotes a community of schools sharing a common vision of the purpose of Catholic education and working collaboratively to develop this for the good of all
- Promotes and develops all aspects of Catholic provision in the Diocese
- Advises, develops and inspects the quality and provision of religious education and collective worship
- Represents the Bishop at the appointment of Headteachers, Deputy Headteachers, Assistant Headteachers and Heads and Co-ordinators of Religious Education
- Advises and supports Governing Bodies in their statutory and legal responsibilities as Catholic maintained schools and academies
- Works in partnership with the local authorities and other agencies

In partnership with the schools, CASO has established a comprehensive Framework for the Self-Review and Evaluation of Catholic Education by Schools in the Diocese of Portsmouth which fulfils all the requirements of Section 48 inspection. The framework is a key feature of the life of schools in the diocese.

CASO provides a programme of development opportunities for teachers at all levels in Catholic schools from first appointments through to headteachers. There are induction courses for newly qualified teachers, courses for teachers of religious education and preparation for aspiring deputy heads and headteachers. There is also an induction and mentoring programme for recently appointed headteachers and headteachers new to the diocese.

Further information on the work of CASO can be found at:

casoportsmouth.org.uk

APPLICATION PROCEDURE

School visits are strongly encouraged and can be arranged upon contacting the School office (admin@st-dominicsavio.wokingham.sch.uk)

Applicants should complete the following forms:

- 1 The CES application form (for all Catholic schools in England) must be completed in full, addressing the person specification for the position advertised
- 2 The recruitment monitoring form
- 3 The Rehabilitation of Offenders Act 1974 Disclosure form

These can be found at:

www.stdominicsavio.co.uk/join-our-team/

The forms, together with a covering letter, should be returned so that it is received no later than noon, Friday 25 September 2020 to:

Clerk to the Governing Board

St Dominic Savio Catholic Primary School

Western Avenue, Woodley, Berkshire RG5 3BH

Tel: 0118 969 3893 / 1606

E-mail: admin@st-dominicsavio.wokingham.sch.uk

Applicants who are selected for interview will be notified by:

Thursday 4 March 2021.

Interviews will be held on:

Wednesday 10 and Thursday 11 March 2021.

RECEIPT OF APPLICATION

Applications will be acknowledged by email upon receipt.

SAFER RECRUITMENT

St Dominic Savio Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Following safer recruitment procedures, this appointment will be subject to a medical check and an enhanced disclosure from the Disclosure and Barring Service along with other relevant employment checks.

St Dominic Savio Catholic Primary School is an equal opportunities employer.

“
There is an outstanding
culture of excellence
throughout the
whole school.”

Ofsted Inspection,
Feb 2020

