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**Appointment of Headteacher – Information for Candidates**

**School Information**

Vita et Pax is an exceptional School in many ways and the wonderful atmosphere of fun and learning can be felt when you walk through the doors. The School revolves around a caring, family orientated team of teachers and staff and the help and support of many of the parents.

The quality of teaching is reflected by the constant high grades and excellent feedback through the ISI report, a copy of which can be found on the School’s website. The School’s reputation and family loyalty, with siblings and children of past pupils all attending, is reflected in the School community.

Vita et Pax welcomes pupils of all nationalities and whilst it is a Catholic school, it maintains a healthy balance of pupils from all faiths and none.

The School is modern, purpose built with large, bright classrooms and is within easy reach of Oakwood Underground station (Piccadilly Line) and M25 Junction 24. We are members of The Catholic Independent Schools’ Conference and are awaiting accreditation to The Independent Association of Prep Schools,

**History of the School**

Vita et Pax School was founded in 1936 by the Olivetian Benedictine Sisters as an Independent Catholic School in the Archdiocese of Westminster. Since then the School has grown considerably and continues to flourish, always seeking to meet the needs of all its pupils in an ever-changing world. Vita et Pax remains a charitable trust.

The School looks to Christ in the Eucharist as the source of Life and Wisdom. In our school, children can capture these ideals and experience the joy of learning and the wonder of God and His Creation.

**Development of the School**

The school has been and remains ambitious with regard to the development of its facilities. In recent years, the school has built an extension to the Nursery Classroom and provided a new outdoor/play learning facility. In addition to these facilities the school provides a dedicated Music, Dance and Drama room and a dedicated Art and Science room. All of these have enormously added to the education we provide, as well as to our after-school clubs and wrap around care.

In terms of the future, the school is looking to increase pupil numbers and enhance its profile within the local community. Further information about the Mission and Organisation of School life can be found on our website [www.vitaetpax.co.uk](http://www.vitaetpax.co.uk)

**Governance**

The school building is owned by the Olivetian Benedictine Sisters.

The Governing body comprises eight Governors who are appointed on the basis of the skills required by the board. They each hold responsibility for a specific section of compliance and they each visit the school on a termly basis and meet with staff, students and the Head in order to perform their role more effectively. The school does not currently have parent-governors although it does have parents who recently had children within the school, on the Governing body.

The full board of Governors meets up to seven times per year. The Head is present at all meetings and presents a written report to full-board meetings.

**Finances**

Details of the latest submission to Companies House may be found online under Vita et Pax School (Cockfosters) Ltd.

**Leadership and Management**

The school has one Assistant Head who has oversight of pastoral care and who assists in overseeing the day-to-day running of the school.

The other members of the SMT are the EYFS&KS1 and KS2 Phase Leaders and the Bursar.

The Head holds weekly meetings with the Senior Management Team and separately, with the whole staff. Other meetings are arranged within the cycle of the term. Where particular issues need to be considered or reviewed, working parties, which will often include a broad range of staff, will be formed.

The Bursar and the Headteacher’s PA oversee, from an administrative angle, the Admissions process.

**The Senior Management Team (SMT)**

The SMT is the Head’s principal advisory team on whole school issues and shares the collective responsibility for all aspects of school leadership and management under the Head’s direction. The structure of the SMT is designed to allow for flexibility in assigning both strategic and day-to-day responsibilities.

Each member is directly accountable to the Headteacher for his/her specific responsibilities. The Bursar acts as Clerk to the Governors and attends all Governors meetings and sub-committee meetings and in consultation with the Head, reports directly to Governors on property allied compliance matters. The Bursar reports to the Head and Governing Body on Finance matters.

Members of SMT are assigned specific responsibilities associated with their posts. In addition, they have overall collective responsibility for the efficient daily running and sound discipline of the school; the pastoral care of all students and staff and implementing an agreed whole school development plan.

**Head’s Responsibilities**

The successful candidate will be asked to undertake the duties traditionally expected of the head of a successful independent day school. He/she will lead the school in all aspects of its daily life, advise the Governors, promote the interests of the school, maintain good relationships with parents and alumni and contribute to the wider community. Acting within the policies agreed by the Governors, he/she will be responsible for the leadership and management of the school including the appointment, deployment and disciplining of staff and for ensuring good order and high standards of behaviour amongst the students.

There is a general wish to preserve not only the family ethos of the school, but also its continuing academic achievements, its co-educational status and its wide range of co-curricular and extra-curricular activities.

**The Candidate**

Applications are welcomed from well-qualified men and women who are graduates with a proven record of excellence in school leadership and management, although it will be important to have demonstrable experience and qualifications, the intention is to appoint a Head with the energy and vision to manage Vita et Pax and establish the school as the leading Roman Catholic independent school in the area.

This is a very important and demanding leadership and management role, of crucial importance to the school in setting and maintaining the highest standards in terms of commitment, pastoral care, discipline, and of course, academic leadership. The successful candidate will:

* Demonstrate the ability to understand the school both in terms of its academic purpose and **as a business;**
* Have excellent communication and people management skills;
* Command respect in balancing approachability with natural authority, through providing academic leadership and by having a strong and visible presence around the school;
* The candidate should be a practicing Catholic.

This is very much a “hands-on” headship in a school where there is a vibrant and talented team keen to be led, coached and encouraged. This is a singular opportunity for a capable and energetic leader to help forge the future of Vita et Pax School. The successful candidate will be compassionate and caring with a positive, encouraging and collaborative style.

The salary will be generous and reflect the importance of the post.

Commensurate on Teachers Pay & Conditions **Leadership (L15-23)** dependent on the candidate’s experience.

**Arrangements for the Appointment**

**Applications**

Candidates who wish to have a tour of the school or a confidential conversation with the Chair of Governors, may contact her via the Headteachers PA, Cathy Hunter at [c.hunter@vitaetpax.co.uk](mailto:c.hunter@vitaetpax.co.uk)

Candidates should complete ALL sections of the application form which, together with a detailed covering letter explaining why they think that they are suited to the role, should be sent in e-mail form to the Headteacher’s PA at [c.hunter@vitaetpax.co.uk](mailto:c.hunter@vitaetpax.co.uk)

All **long-listed candidates** will have references taken up in advance of interview and will be expected to sign the declaration on the final page prior to interview.

The closing date for applications is 12 noon 15th February 2109

**Interviews and Appointment**

The appointment of Head is made by the Governing Body who are the Trustees of the Charity.

**Shortlisting will take place on Monday 25th February 2109** to identify candidates for interview. These candidates will be notified shortly afterwards.

**The shortlist interviews will be on 5th March 2019** Further details will be sent to candidates nearer the time.

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, a satisfactory medical screening and a satisfactory DBS Enhanced Disclosure, together with all other relevant safeguarding checks.

*The appointment will be made without regard to age, ethnicity disability marital status or sexual orientation.*

*The School reserves the right to adjust the advertised timings should the need arise.*