

# COLOMA CONVENT GIRLS' SCHOOL



## HEADTEACHER RECRUITMENT INFORMATION





## Table of Contents

<b>LETTER FROM THE CEO &amp; CHAIR OF GOVERNORS</b>	3
<b>HEADTEACHER ADVERT</b>	5
<b>COLOMA – AN OVERVIEW</b>	6
<b>CATHOLICITY STATEMENT</b>	7
<b>DEVELOPMENT OF OUR MULTI ACADEMY TRUST</b>	7
<b>OUR MISSION</b>	8
<b>OUR AIMS</b>	8
<b>MEASURES AT KS4 AND KS5 (2022/2023)</b>	9
<b>HEADTEACHER JOB DESCRIPTION</b>	10
AIMS OF THE SCHOOL	11
PURPOSE OF THE ROLE	11
RESPONSIBLE TO	12
THE DOMAINS OF HEADSHIP	12
<b>HEADTEACHER PERSON SPECIFICATION</b>	14



## LETTER FROM THE CEO & CHAIR OF GOVERNORS

Dear Candidate,

Thank you for your interest in Coloma Convent Girls' School, one of our SELCAT schools.

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. We currently have ten schools in our trust, made up of 6 primaries and 4 secondaries.

My focus as CEO is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside such dedicated and inspiring school staff. In joining one of our schools as a Headteacher, you will become part of an incredibly open, honest and supportive group of both Primary and Secondary Headteachers. You will also have a major part to play in shaping the Trust in the future.

As a Trust, we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination.

Our schools are driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for our children to learn and grow.

SELCAT's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.



**David Garrido**  
**Chief Executive Officer**





Dear Candidate,

As Chair of the Local Governing Committee, I am delighted to provide you with the details for your application for the position of Headteacher of our wonderful school.

Coloma Convent Girls' School is situated in beautiful, wooded grounds in Shirley, a couple of miles from Croydon. Its history dates back to 1869 when it was founded by the Daughters of Mary and Joseph (also known as the Ladies of Mary).

Although, the school is a Requires Improvement Ofsted graded school, academically, the school's performance is excellent, and it has been regularly reported as being one of the top performing girls' state secondary schools in the country. This year Coloma has been recognised as the Number 1 School in Croydon for Progress and attainment and Number 1 Local Catholic School for Progress having achieved Progress 8 score of +0.79 which is well above the national average.

Our flourishing Sixth Form (graded as good by Ofsted) has seen a recent expansion of its curriculum enabling the provision and teaching of high-quality A level and BTEC courses in a wide range of academic and applied subjects.

Coloma is a Catholic school deeply rooted in the ethos of placing Christ at the core of its values. School life at Coloma reflects the motto 'Laborare est Orare' (To work is to pray). In terms of spiritual growth and academic achievement, it offers everyone, both staff and students, the opportunity to continue their own individual journey of personal and spiritual growth, equipping them to be the best possible person they can. This nurturing atmosphere aims to empower individuals to reach their fullest potential and become the best version of themselves.

We are proud of the breadth of our academic and vocational curriculum and are continually developing our programmes to support the increasingly diverse needs, and abilities of our students. Through the successes in a diverse array of subjects like English, Social Sciences, separate Sciences, Humanities, and Sport, alongside a wide range of sporting activities, every student has the opportunity to nurture their unique skills and experiences.

Aligned with Coloma's Mission, the Local Governing Committee is actively seeking a candidate who can assist us in achieving our current priorities, which include:

- Enhancing Teaching and Standards throughout the school.
- Preparing the school for both Section 48 Catholic Inspection and Ofsted evaluations.
- Utilising our Catholic values to foster opportunity and vision.
- Exploring proactive options to accommodate the increasing demand for places, particularly in Year 7 and within the Sixth Form, while ensuring compliance with regulatory standards.
- This presents an exciting opportunity for an incoming headteacher to join Coloma. While we seek a leader capable of maintaining Coloma's outstanding examination results and Catholic ethos, this role is ideally suited for a forward-thinking and innovative educator who is eager for a challenge. The successful candidate will be prepared to make impactful decisions on behalf of the school and contribute to the objectives of the Trust.

The Local Governing Committee, along with the MAT, actively provides support to the Headteacher and Senior Leadership Team, as well as students, who together with the parents all form our Coloma family.

You are warmly invited to visit Coloma to form your own impression of our vibrant school community.

Candidates are invited to complete the application form, which includes a supporting statement of no more than 1,300 words.

We look forward to hearing from you and hopefully meeting you soon.

**Pawel Krzemienski**  
Chair of Governors



# HEADTEACHER ADVERT

COLOMA CONVENT GIRLS' SCHOOL  
UPPER SHIRLEY ROAD, CROYDON, CR9 5AS  
(from September 2024)

Coloma Convent Girls' School is a Catholic school (11-18) founded by the Religious Sisters known as the Daughters of Mary and Joseph (also known as the Ladies of Mary) in 1869. The Sisters continue to serve as Trustees of the school.

Coloma now has over 1,000 students from Year 7 to Year 13

We strive to offer an education that will prepare students for life through a commitment to their spiritual and personal growth. Our highly committed staff, supported by the Local Governing Committee and the Trust, give students real choice, diversity and consistently high standards of education.

The successful candidate will be a practising Catholic who will lead us on to the next stage of our journey, maintaining and developing our profile for delivering excellence and maximising the opportunities from the changing educational landscape.

## **SALARY RANGE:**

Group 7 School  
(L30 £99,980 to L35 £112,519)  
Outer London STPCD

## **THE SUCCESSFUL CANDIDATE WILL:**

1. be passionate about Catholic Education
2. have clarity of vision for the school
3. possess strong leadership qualities, capable of inspiring and motivating staff, students, and stakeholders towards common goals and objectives
4. foster a culture of continuous improvement
5. be politically astute in all dealings with the Local Authority, Diocese and other relevant bodies
6. be a strategic thinker with excellent communication skills
7. be able to take key decisions with regard to calculated risks
8. uphold ethical standards and integrity in all professional interactions, serving as a role model for students and staff alike

TO APPLY PLEASE VISIT OUR WEBSITE [WWW.SELCAT.ORG](http://WWW.SELCAT.ORG)

Visits to the school are warmly encouraged and can be arranged by emailing [syusufwatson@selcat.org](mailto:syusufwatson@selcat.org)

Closing date for applications: **Monday 13<sup>th</sup> May 2024 at 12noon**

Interviews: **Thursday 23<sup>rd</sup> May & Friday 24<sup>th</sup> May 2024**

This post is subject to an Enhanced Disclosure Application (with barred list check) to the Disclosure and Barring Service.

We are committed to safeguarding and promoting the welfare of children and young people.



## COLOMA – AN OVERVIEW

Coloma Convent Girls' School is a Catholic Academy and part of the SELCAT Catholic Academy Trust

The Congregation of the Daughters of Mary and Joseph opened Coloma Convent Girls' School in Croydon in 1869. In 1965, the school moved to its present site in Shirley (London Borough of Croydon) where it sits in extensive grounds on the edge of the Addington Hills. Since its foundation, Coloma has continued in the trusteeship of the Daughters of Mary and Joseph (also known as the Ladies of Mary). Our Local Governing Committee is privileged to include Daughters of Mary and Joseph Sisters. In November 2022 the school joined SELCAT.

Here at Coloma we have a distinctive Catholic ethos and we are committed to helping every student to reach her full potential, both academically and personally. We strive to develop each student's confidence in herself and to inspire all of our students to reach for excellence in all they do.

Coloma is recognised as being one of the top non-selective secondary schools in the country. We are consistently over-subscribed and have received four outstanding Ofsted and four outstanding Diocesan reports. Coloma is recognised as the Number 1 school in Croydon for Progress and attainment and Number 1 local Catholic School for Progress. Coloma's last results achieved Progress 8 score of +0.79, well above average. It was recognised by Parent Power and published in the Sunday Times, as 2<sup>nd</sup> best Girls Comprehensive, 39<sup>th</sup> Best Comprehensive in the UK and 186<sup>th</sup> Best School in the UK (Selective/Non-Selective based on combined GCSE/A Level results)

While our academic results are excellent, life at Coloma is about much more than success in the classroom. Coloma offers a wide range of extra-curricular and service related activities. These develop specific skills but equally importantly build up values and friendships that students leaving Coloma take with them for the rest of their lives. In 2016-17, Coloma was ranked as the highest performing all-girls comprehensive school in the country for sport.

The school community has benefitted from a significant number of additions to our facilities, all of which have contributed to the success of our students in academic and vocational pursuits. Our beautiful stained-glass window chapel is the heart of our community and we gather there for liturgies and Masses throughout the academic year. The school has been further enhanced with the addition of our sixth form block in its own setting within the grounds; design & technology centre; performing arts centre; music studio with computerised digital composition facilities; floodlit artificial football and lacrosse pitch; together with refurbished maths rooms, ICT suites and Resource Centre.

Coloma has a five-form entry of 150 students in Years 7 to 11 (with an exceptional six-form entry of 180 students in the current Year 8. There are an additional 250 students in our Sixth Form across Years 12 and 13.

Nestled within our site is Central Services, serving as the dynamic core of The Trust and embodying our commitment to unwavering support and efficiency. Here, HR, Finance and Estates converge alongside our esteemed CEO and CFOO, forming an integrated network that sustains the vitality of Coloma School and its community.

Together, these entities pulsate with dedication, working seamlessly to uphold our shared values and propel our mission forward. As the beating heart of our Trust, they ensure that every facet of Coloma School operates with precision and purpose, fostering an environment where excellence thrives and aspirations are realised.



## CATHOLICITY STATEMENT

Coloma Convent Girls' School is recognised as a Catholic School by the Catholic Archbishop of Southwark and is a single sex school. The school is to be conducted as a Catholic school in accordance with Canon Law and the teachings of the Catholic Church.

The Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church; and at all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

'We aim to work in partnership with the home and the parish, to help all members of the school community to live the Gospel values of reconciliation and forgiveness and to respond in a Christian way to the challenges of life with its joys and sorrows. Thus, it is hoped that each one will be able to achieve a loving relationship with God and all creation, to make the appropriate moral decisions, and to grow towards mature membership of the Church.'

## DEVELOPMENT OF OUR MULTI ACADEMY TRUST

The development of our Multi Academy Trust is part of the Diocesan strategy for education, looking to group schools into geographically sensible clusters in MATs

The development of this Trust is part of the wider strategy for Southwark Archdiocese. The highest concentration of Single Academy Trusts within the Archdiocese is in the South East London boroughs. SELCAT oversees schools offering education to pupils from 3 to 19 and is a multi-phase MAT.

The SELCAT Board are therefore committed to developing a remarkable Multi Academy Trust that enhances the work of the schools and the life chances of young people.

To do this SELCAT is committed to adding value by;

- Investing in staff development and school improvement
- Facilitating collaborative developments and activities between its schools
- Realising the power of economies of scale in procurement of supplies and services
- Reducing administrative burdens on Headteachers and Local Governing Committees to enable them to concentrate on the needs of their pupils and staff.

The impact of these activities will be to raise standards through;

- Greater accountability
- Improved strategic planning
- Enhanced professional development opportunities for staff
- Funding targeted activities to improve the quality of teaching and learning and raising
- Standards of achievement of all young people within the Trust, regardless of background, race, home language and prior attainment.



## OUR MISSION

Coloma is a community of staff, students, parents and governors where each is recognised as a highly valued individual. The school aims to foster a deepening awareness of Christian faith and service alongside an understanding and tolerance of all creeds and cultures.

Coloma through its teaching and organisation, endeavours to give every student opportunity for growth and development, and in particular seeks to:

**INSPIRE** students to aim for academic, sporting, musical and artistic excellence

**CULTIVATE** talents with energy and enthusiasm

**ENCOURAGE** the development of social skills

**DEVELOP** skills in leadership, management and enterprise by working with, and for, the wider school community

**CREATE** appreciation, respect and care for others and to strive for justice in this world

**UNDERSTAND** there is no true discipline save self-discipline

Our hope is that each student will reach her full personal, social and academic potential, achieve confidence in herself and acquire a breadth of vision for adult life.

## OUR AIMS

To foster the spiritual life of the school community through worship and prayer.

To provide an opportunity for the balanced development of each student's intellectual, emotional, physical and spiritual qualities and to foster an appreciation of those things which add quality to life, by developing creative and artistic gifts and skills.

To develop the potential of all students by encouraging the search for knowledge and truth.

To be a place of Christian service, sensitive to the needs of others; where there is a determination to promote human rights and a recognition of the corresponding duties and responsibilities; where a sense of justice is fostered and an awareness that all people have an equal value.

To work in partnership with the home and the parish, to help all members of the school community to live the Gospel values of reconciliation and forgiveness and to respond in a Christian way to the challenges of life with its joys and sorrows.

Our hope is for each one of us to achieve a loving relationship with God and all creation, to make the appropriate moral decisions, and to grow towards mature membership of the Church.





## MEASURES AT KS4 AND KS5 (2022/2023)

Our DfE Performance Table can be viewed fully via this [Secondary - Coloma Convent Girls' School - Compare school and college performance data in England - GOV.UK \(compare-school-performance.service.gov.uk\)](https://compare-school-performance.service.gov.uk)

### KS4

Progress 8: +0.79, well above average

Attainment 8: 61.1 points

72% of students gained English and Maths GCSE grades 5 - 9

61% of students were entered for the English Baccalaureate

### KS5

Average result per A level entry: B-

85.2% of all A level grades were A\* - C and 96.4% of all grades were A\* to D

100% of all Level 3 BTEC grades were a Pass or above





# HEADTEACHER JOB DESCRIPTION

POST TITLE  
HEADTEACHER

RESPONSIBLE TO  
SELCAT BOARD OF DIRECTORS AND CEO / Local Governing Committee

Coloma Convent Girls' School has been designated a with a religious character. Its Instrument of Government 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 Catholic Church and the Trust Deed of SELCAT. At all times the school is to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

The Local Governing Committee and the Trust will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

The Local Governing Committee and the Trust acknowledge the importance of the role of the Catholic headteacher and will actively offer continued support, encouragement, affirmation and realistic challenge to the successful candidate.

This appointment is with the Trust of the school under the terms of the Catholic Education Service contract to be signed with the Trust as the employer. The appointment is subject, where applicable, to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation and statutory guidance.

This job description utilises the key areas identified in the National Standards of Excellence for Headteachers (2020). [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/headteachers-standards-2020)

SELCAT are committed to safeguarding and promoting the welfare of children and young people. The headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.





## AIMS OF THE SCHOOL

To foster the spiritual life of the school community through worship and prayer.

To provide an opportunity for the balanced development of each student's intellectual, emotional, physical and spiritual qualities and to foster an appreciation of those things which add quality to life, by developing creative and artistic gifts and skills.

To develop the potential of all students by encouraging the search for knowledge and truth.

To be a place of Christian service, sensitive to the needs of others; where there is a determination to promote human rights and a recognition of the corresponding duties and responsibilities; where a sense of justice is fostered and an awareness that all people have an equal value.

To work in partnership with the home and the parish, to help all members of the school community to live the Gospel values of reconciliation and forgiveness and to respond in a Christian way to the challenges of life with its joys and sorrows.

Our hope is for each one of us to achieve a loving relationship with God and all creation, to make the appropriate moral decisions, and to grow towards mature membership of the Church.

## PURPOSE OF THE ROLE

The purpose of the role of headteacher is to provide professional leadership and management of the school in consultation with the Trust, in order to provide a Catholic Christian educational community in which all are enabled to achieve their highest potential. The headteacher's leadership and management will reflect and give effect to our Mission and Aims.

At Coloma that professional leadership and management is provided in the context of a community which holds Christ at the centre of everything. It is an essential requirement, therefore, that candidates have a strong personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Catholic Church in education.

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its students and acknowledges their individual worth as made in the image and likeness of God. The headteacher shares responsibility for the mission of the school and the wider Multi Academy Trust and Diocesan educational system.

In a Catholic school, the role of the headteacher is one of leadership of a learning community rooted in faith. The headteacher's leadership must 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. The headteacher leads by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. The headteacher secures a climate for the exemplary behaviour of pupils.

The headteacher sets standards and expectations for high academic standards within and beyond their own school, recognising differences and respecting cultural diversity.

In a Catholic school the headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. The headteacher supports the Local Governing Committee and the MAT in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The headteacher accounts to the Local Governing



Committee and the MAT, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

## RESPONSIBLE TO

The headteacher is an employee of the Trust and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and the Instrument of Government for the school and, where applicable, those professional duties set out in the current School Teachers' Pay and Conditions Document.

## THE DOMAINS OF HEADSHIP

### Vision and Strategy:

- Develop and articulate a compelling vision and strategic plan for the school, in line with the school's ethos and values.
- Lead the implementation of strategic initiatives to drive continuous improvement in educational standards, pupil attainment, and overall school performance.

### Leadership and Management:

- Provide inspirational leadership, fostering a positive school culture that promotes high expectations, respect, and inclusivity.
- Establish effective systems for school management, including staffing, resources, and budget allocation, ensuring efficient operation and optimal use of resources.

### Teaching and Learning:

- Champion excellence in teaching and learning, promoting innovative pedagogical approaches and best practices to enhance pupil progress and achievement.
- Monitor and evaluate teaching standards and curriculum delivery, ensuring alignment with national standards and school objectives.

### Pupil Achievement and Progress:

- Monitor and analyse pupil performance data to identify trends, strengths, and areas for improvement, implementing targeted interventions and support strategies as necessary.
- Promote a culture of high aspirations and academic excellence, fostering an inclusive learning environment that supports the individual needs and aspirations of all pupils.

### Safeguarding and Well-being:

- Ensure the safety, well-being, and safeguarding of all pupils and staff, adhering to statutory requirements and promoting a culture of vigilance and awareness.
- Implement effective pastoral care and support systems to promote pupil welfare, mental health, and personal development.





### Stakeholder Engagement:

- Establish positive relationships with parents, carers, governors, and external stakeholders, fostering open communication, collaboration, and community engagement.
- Represent the school effectively in local and national forums, advocating for the interests and needs of the school community.

### Professional Development:

- Foster a culture of continuous professional development among staff, providing opportunities for training, mentorship, and career progression.
- Stay abreast of educational research, policy developments, and best practices, integrating relevant insights into school improvement efforts.

### Qualifications and Experience:

- Qualified Teacher Status (QTS) and significant teaching experience in a secondary school setting.
- NPQH (National Professional Qualification for Headship) or equivalent leadership qualification or working towards this qualification.
- Demonstrated experience in school leadership and management roles, with a track record of driving improvement and achieving positive outcomes.
- Comprehensive understanding of educational policy, curriculum frameworks, and regulatory requirements.
- Strong interpersonal skills, with the ability to inspire, motivate, and lead a diverse team of staff and stakeholders.
- Commitment to equality, diversity, and inclusion, with a proactive approach to promoting social justice and addressing educational inequalities.



# HEADTEACHER PERSON SPECIFICATION

This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities for headteachers of Catholic schools in ensuring that they meet the same expectations of headteachers of all schools while serving the mission of the Church in education.

The core purpose of the headteacher of any school is to provide professional leadership and management. In our Catholic school, that professional leadership is provided in the context of a community rooted in the Catholic faith. Thus, it is an essential requirement that applicants have a strong personal faith and recognise the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

The Governing Board acknowledges the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Governing Board acknowledges that the criteria reflect the evolving role of headship in the 21<sup>st</sup> century and that they apply as much to experienced headteachers as they do to aspirant headteachers.

Please note sources of evidence of fulfilled criteria:

Application form and supporting statement: [A](#) Interview: [I](#) References: [R](#)

	Essential / Desirable	Source
<b>(A) FAITH COMMITMENT</b>		
1. Practising Catholic	E	A/I/R
2. Evidence of participation in parish or Catholic community life	D	A/I/R
<b>(B) QUALIFICATIONS</b>		
1. Qualified teacher status	E	A
2. Degree	E	A
3. NPQH or similar leadership development or equivalent leadership qualification or working towards required qualification.	E	A
4. CCRS (Catholic Certificate in Religious Studies)	D	A
<b>(C) PROFESSIONAL DEVELOPMENT</b>		
1. Evidence of regular, recent and appropriate professional development for the role of headteacher and Senior Leader	E	A/I



	Essential / Desirable	Source
2. Evidence of recent significant leadership and management professional development	E	A/I
3. Has successfully undertaken the Secretary of State's approved safer recruitment training or has a commitment to do so before taking up the post.	E	A/I
4. Has successfully undertaken appropriate Child Protection training/Designated Senior Person training	E	A

## (D) SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE

1. Evidence based experience of recent significant leadership in an 11-18 secondary school, including leading a successful Sixth Form	E	A/I/R
2. Evidence based experience of working with the Local Governing Committee and senior leadership team to develop and enhance the strategic direction of an 11-18 secondary school	E	A/I/R
3. Ability to lead the spiritual development of staff and students and to drive a Catholic school ethos	E	A/I/R
4. Strong commercial acumen with a comprehensive understanding of budgets, financial controls and opportunities to grow and enhance income and resources	E	A/I/R
5. To be able to effectively use data, assessment and target setting to raise standards/address weaknesses; and be able to use to lead staff and engage parents and governors using the facts gathered and insights generated	E	A/I
6. To have taken an active involvement in school self-evaluation, and in school improvement and development planning	E	A/I
7. To have had a key involvement in reviewing and developing the curriculum	E	A/I
8. To have had responsibility for policy development and implementation	E	A/I
9. Experience in developing and supporting alumni to contribute to the life of an 11-18 secondary school	D	A/I
10. Experience of working in a Multi Academy Trust	D	A/I

## (E) QUALITIES AND KNOWLEDGE

1. Empathy with children and for the needs of all of our students; our students are to be nurtured and treated with respect at all times	E	A/I
2. Hold and articulate a clear vision and purpose for Catholic education to secure excellent outcomes and achievements for students	E	A/I
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents and governors and all others within and outside the school community	E	A/I
4. Lead by example and be a positive role model with excellent communication skills	E	A/I



	Essential / Desirable	Source
5. Sustain understanding and knowledge of current educational provision and the wider school systems and pursue continuous professional development	E	A/I
6. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, translating policy into the school's context	E	A/I
7. Be a visible presence in all areas and aspects of the school	E	A/I
8. Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E	A/I
<b>(F) STUDENTS AND STAFF</b>		
1. Demand ambitious standards and high expectations for all students and staff	E	A/I
2. Secure excellent teaching through an analytical understanding of how pupils learn and of successful classroom practice and curriculum design leading to rich curriculum opportunities and student well-being	E	A/I
3. Promote the development of the whole child	E	A/I
4. Demonstrate, promote and encourage outstanding classroom practice using research and data analysis	E	A/I
5. Motivate and support all students and staff to develop their unique potential and to support each other	E	A/I
6. Identify emerging talent, coach current and aspiring leaders, leading to clear succession planning	E	A/I
<b>(G) SYSTEMS AND PROCESS</b>		
1. Ensure systems, organisation and processes are well considered, efficient and fit for purpose	E	A/I/R
2. Promote excellent behaviour within and outside school and positive attitudes to school life	E	A/I
3. Use fair systems and measures to manage the performance of staff, address any under-performance, support staff to improve and value excellent practice	E	A/I
4. Understand the need for strong governance and support the Governing Board to understand its role and deliver its functions effectively – in particular in setting strategy and holding the headteacher to account – and at all times fulfil the headteacher's contractual commitments to the Trust Board	E	A/I
5. Ensure budgets and resources are deployed in the best interests of students through strategic, curriculum-led financial planning	E	A/I
6. Promote distributed leadership throughout the organisation	E	A/I





	Essential / Desirable	Source
<b>(H) SELF-IMPROVING SCHOOL</b>		
1. Knowledge and experience of working with other schools and organisations to promote best practice and to secure excellent achievements for all students	E	A/I/R
2. Develop effective partnerships with a range of professionals to improve academic and social outcomes for all students	E	A/I
3. Use well evidenced research to achieve excellence	E	A/I
4. Provide high quality opportunities for the professional development of all staff	E	A/I
5. Entrepreneurial and innovative approach to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability	E	A/I
6. Source of inspiration and encouragement to all, within and beyond the school community, to believe in the fundamental importance of education in young people's lives and to promote the value of education	E	A/I
<b>(I) SAFEGUARDING</b>		
1. Ensure that safeguarding policies and procedures are fully implemented and followed by all staff	E	A/I/R
2. Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively	E	A/I
3. Ensure the safety of all staff and students at all times	E	A/I
<b>(J) CONFIDENTIAL REFERENCES AND REPORTS</b>		
1. A positive and supportive written faith reference from a priest where the applicant regularly worships	D	R
2. A positive recommendation from current chair of governors or CEO of MAT, if not currently holding a headteacher position, a positive recommendation from current headteacher	E	R
3. A second positive professional reference	E	R
<b>(K) APPLICATION FORM AND SUPPORTING STATEMENT</b>		
1. Application form to be completed in full and legible	E	A
2. Supporting statement (no more than 1,300 words in length) to be clear, concise and related to this role as described	E	A