



St Pancras School

Headteacher Candidate Pack

Vivere Oportet Discere

To Learn is to Live



Letter from Co-Chairs of Governors

Dear Applicant,

Thank you for the interest you have shown. We, the governors of St Pancras School, are very pleased to send you the attached information about our school and the key post of Headteacher. We believe that this is an exciting opportunity.

The successful applicant will be joining a happy and welcoming learning community, nurtured by a strong Catholic ethos, proactive leadership, effective teaching and learning strategies and utmost regard for the well-being of pupils, families and staff.

In recent years the school has enjoyed a very positive OFSTED report (Outstanding in the Early Years, and Good overall, 2018), as well as a strong Section 48 inspection (Grade 1 on all counts, 2019). It has been singled out as a model of best practice in the effective use of school premium, and has been awarded the 2020 UK Champion prize in the 'Better Energy School Awards'.

St Pancras thrives on its robust links with the community: it is an active participant with other schools in the Lewes locality as well as the deanery and diocesan family of schools; it has fostered its connections with groups of all ages from the parish, with local retirement homes, with local artists; it acts as a centre for reflection on humanity's responsibilities towards the environment. We are looking to appoint a school leader able to cherish these strengths, to discern the ever-changing educational and social landscape, and to work with us pursuing the growth of every member of the school and of the larger community.

We warmly encourage you to visit the school. Please contact **Jessica Marshall**, jmarshall@academicis.co.uk on 07799 763440, to arrange a mutually convenient time to visit.

When making your application, please bear in mind the person specification that we have provided.

At short-listing, we will be looking for evidence in each application of the positive impact that an applicant has had in his/her current post in the key areas of school life, for example:

- strategic planning and school self-review
- the leadership and development of teams of staff
- the analysis and use of data and other strategies for school improvement
- the school's role in the parish and its impact on community cohesion, with examples

At interview we will also wish to explore with applicants:

- their understanding of the distinctive nature of the Catholic school and Catholic education
- their understanding of the role of headteacher in monitoring the quality of teaching and learning
- their understanding of the role of headteacher in the performance management of the whole staff
- their views and experience of the management of school-related finance
- the knowledge, experience and strengths that each would bring to the post of headteacher

Your letter to accompany your application form should be no more than two pages of A4 when typed (size 11 font). Please send your completed application form and letter to **Jessica Marshall** at jmarshall@academicis.co.uk. The closing date for applications is 5 March 2021 and interviews will be held during the week commencing 22 March 2021.

The successful applicant will be required to undertake a criminal record check via the DBS, and this post is subject to the Childcare Disqualification Regulations 2018.

References, one of which should be from your parish priest (or the priest of the parish where you worship regularly), a second from your Chair of Governors/Headteacher and a third from your local authority, may be sought as soon as applications are received. All applications will, of course, be treated in the strictest confidence.

Please visit our school website for information on the school's mission statement and values, our structure, our links with the community, our pupils' voice, copies of OFSTED and Section 48 reports, our school prospectus, and much else.

We look forward to receiving your application and to learning what you would be able to offer our school community.

With best wishes,

Brenda Robinson and Barbara Scalvini
Co-chairs of Governors



About St Pancras

Our Gospel Values

We love one another, just as God loves each one of us. We are:

- Loving – celebrating success and helping with challenge
- Kind – caring and thoughtful
- Forgiving – patient and friendly
- Respectful – inclusive and encouraging
- Faithful – having courage and staying positive, thankful and holy

Our Mission

At St Pancras School we are:

- A worshipping community with Christ at its centre, nurturing spiritual growth for all. We respect and cherish diversity.
- A learning community with children at its heart. Individuals are encouraged to discover their potential and embrace wide ambitions. We recognise and celebrate all forms of success.
- A family that encourages links between our school, the Parish and the wider community through shared celebrations and recognition of the importance of learning with others.

Our Values

- We keep ourselves safe, fit and well.
- We treat other people how we would expect to be treated.
- We respect and protect our environment.
- We make choices and we are responsible for our actions.
- We cherish diversity and value culture and heritage.

Eco Council: Think Global – Act Local!!

This year we are very proud of the work of our amazing Eco Council. We achieved both Regional Champion for South & Central, as well as the overall UK Champion prize in the 2020 'Better Energy School Awards'!!

Section 48 Inspection Report

St Pancras Catholic Primary School is an Outstanding Catholic school because:

- It is an active Catholic education community that strives successfully to meet the needs of the Catholic and wider community that it serves.
- Pupils display strong age-appropriate understanding of Catholic Christianity including a commitment to the welfare of one another, the local community, and the wider world together with a passion for protecting the environment.
- It is a friendly inclusive school community where all feel welcome and secure in the knowledge of the school's outstanding pastoral care.
- The school has very close links with the parish of St Pancras Lewes that work for the mutual benefit of school and parish.

OFSTED

St Pancras was Outstanding in the Early Years and Good overall when last assessed in 2018.

"Children in the early years get off to a flying start. They make rapid progress. The proportion of children achieving a good level of development by the end of Reception has been consistently higher than that seen nationally for a number of years."

"Teachers have secure subject knowledge. They use this well to plan interesting tasks for pupils. Sometimes, however, the most able pupils, including the most able disadvantaged pupils, find tasks in mathematics too easy, particularly in Key Stage 2."

Headteacher – Job Description

Post: **Headteacher** • Salary Range: **L11-L17 (£54,091 to £62,570)**

Contract Type: **Permanent** • Responsible to: **Governing Body**



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Headteacher – Job Description

1. Main purpose of the job:

The Headteacher is an employee of the Governing Body and is required:

- 1.1 To provide professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.
- 1.2 To carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the school, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document.
- 1.3 To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.
- 1.4 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.

2. Qualities and knowledge

- 2.1 Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
- 2.2 Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- 2.3 Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- 2.4 Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- 2.5 Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- 2.6 Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

3. Pupils and staff

- 3.1 Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 3.2 Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- 3.3 Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- 3.4 Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 3.5 Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- 3.6 Hold all staff to account for their professional conduct and practice.

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Headteacher – Job Description *continued*

4. Systems and process

- 4.1 Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- 4.2 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- 4.3 Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 4.4 Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- 4.5 Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- 4.6 Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

5. The self-improving school system

- 5.1 Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

- 5.2 Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- 5.3 Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- 5.4 Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- 5.5 Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 5.6 Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

6. Accountable for:

Leadership of all teaching and support staff, with specific performance management responsibility for members of the senior leadership team.

7. Accountable to:

The Governing Body, Diocese and Local Authority.

Person Specification

What will you bring to the role

You will be able to demonstrate		Essential	Desirable
Attainment and experience			
A	Qualified teacher status	✓	
B	Good honours degree	✓	
C	National Professional Qualification for Headteachers (NPQH) or currently progressing through this leadership development programme	✓	
D	Appropriate professional development and updating related to school leadership, curriculum, and teaching and learning	✓	
E	Appropriate experience of the phase and age range	✓	
F	Evidence of continuing professional development relating to Catholic ethos mission and religious education, e.g. CCRS		✓
G	Senior management experience in a Catholic school or is able to demonstrate sound understanding of the aims, organisation, leadership and governance of a Catholic school	✓	
Faith Commitment			
H	Is a practising and committed Catholic, involved as far as is reasonably possible in the life of the Church at parish, diocesan and/or national levels	✓	
I	Has a secure understanding of the distinctive nature of the Catholic school and Catholic education	✓	
J	Has an understanding of the leadership role in the spiritual development of pupils and staff	✓	
K	Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic character		✓
L	Has an understanding of the school's role in the parish and wider community and its contribution to community cohesion	✓	
M	Evidence of participation in the faith life of the community		✓
N	Experience in leading acts of worship in a Catholic school	✓	
Domain One : Excellent headteachers: Qualities and knowledge			
1.1	Hold and articulate a model vision for the school, clear values and moral purpose both within and beyond the school	✓	
1.2	Demonstrate optimistic personal behaviours, positive relationships and attitudes towards pupils, staff, parents, governors and the local community	✓	
1.3	Demonstrate from previous experience a capacity to communicate with, support, engage and challenge a wide range of people associated with the school	✓	
1.4	Lead change by example with integrity; create and innovate so that others carry the vision forward	✓	
1.5	Plan and manage projects for implementing change	✓	
1.6	Understand and discuss local, national and global trends in education and school systems		✓
1.7	Work with political and financial astuteness within a clear set of principles centred on the school's vision	✓	
1.8	Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil inspired by Gospel values	✓	
1.9	Understand and practice educational inclusion so that all have the opportunity to be the best they can be	✓	
1.10	Think creatively to anticipate and solve problems	✓	
Domain Two: Excellent headteachers: pupils and staff			
2.1	Demand and achieve ambitious standards for all pupils; set challenging goals and targets	✓	
2.2	Promote a strong sense of accountability in staff for the impact of their work on pupils' outcomes	✓	
2.3	Secure excellent teaching through an analytical and data based understanding of how pupils learn with appropriate models and principles of effective learning and assessment informed by research	✓	
2.4	Secure excellent teaching through understanding how curriculum design leads to rich curriculum opportunities and pupils' well-being	✓	
2.5	Create policies, through informed decision-making, consultation and review		✓
2.6	Promote a culture of 'openness' as a basis for sharing good practice within and beyond the school informed by research and robust data analysis		✓
2.7	Promote an ethos where all staff are motivated and supported to develop their own skills ,subject knowledge and continuing professional development (CPD)	✓	
2.8	Promote individual and team performance and development; sustaining a learning community that drives school improvement and pupil outcomes	✓	
2.9	Use succession planning to identify emerging talents, coach current and aspiring leaders to achieve excellence in standards		✓
2.10	Manage and hold all staff to account for their professional conduct and practice	✓	
2.11	Implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning	✓	
2.12	Ensure choice and flexibility in learning to meet the personalised learning needs of every child	✓	

Person Specification – Continued

What will you bring to the role

You will be able to demonstrate		Essential	Desirable
Domain Three: Excellent headteachers: systems and process			
3.1	Understand and abide by legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation including governance to ensure they are fit for purpose and uphold the principles of transparency, integrity and probity	✓	
3.2	Abide by public services policy and accountability frameworks, including self-evaluation and multi-agency working to ensure they are fit for purpose and uphold the principles of transparency, integrity and probity	✓	
3.3	Understand legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation	✓	
3.4	Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils in school and in developing exemplary behaviour in school and in wider society	✓	
3.5	Establish a rigorous, transparent and fair process using a range of evidence, including performance data to improve aspects of school life, manage the performance of staff including challenging and addressing poor performance and to support staff to improve	✓	
3.6	Apply good practice in performance management supporting, challenging as necessary and ensuring staff are recognised and appropriately rewarded	✓	
3.7	Apply principles and practice of quality assurance systems, including school review, self-evaluation, performance management and stakeholder and community involvement	✓	
3.8	Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils	✓	
3.9	Develop and support the governing body to be effective and offer strong governance	✓	
3.10	Work with the governing body to set school strategy and enable them to hold the headteacher to account for pupil, staff and financial performance	✓	
3.11	Carry out strategic curriculum led financial planning and budgetary management to ensure the equitable deployment of budgets and resources in the best interests of pupils' achievement and the school's sustainability	✓	
3.12	Apply principles and practice of distributive leadership & accountability throughout the organisation enabling teams and individual colleagues to hold each other to account for their decisions and actions	✓	
3.13	Delegate management tasks and monitor their implementation		✓
3.14	Accept support from others including colleagues, governors, partner schools, the Diocese and the Local Authority		✓
Domain Four: Excellent Headteachers: the self-improving school system			
4.1	Create an outward facing school which works collaboratively with other schools and organisations to secure excellent achievements for all pupils and to promote best practice	✓	
4.2	Develop and sustain effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils	✓	
4.3	Use informed research to challenge educational orthodoxies within a self-regulating and self-improving school system		✓
4.4	Manage the future quality of the teaching profession through offering high quality and sustained professional development for all staff		✓
4.5	Model entrepreneurial and innovative approaches to school improvement, leadership and governance in line with internal and external accountability processes	✓	
4.6	Inspire, influence and utilise others within the school and the wider community beyond school to promote the value and importance of education		✓
4.7	Utilise rich and diverse resources within local communities – e.g. home, human, physical, business, other schools, other agencies	✓	
Domain Five: Safeguarding Children: Safer Recruitment and Selection			
5	In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours 	✓	
Domain Six: The School in the Community			
6.1	A commitment to partnership with governors, the Church, parents and the wider community	✓	
6.2	An understanding of the importance and role of the school within a local community where pupils come from a wide range of socio-economic backgrounds with associated challenges	✓	



How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our recruitment partner at Academicis: **Jessica Marshall: 01223 907997 / 07799 763440**

In addition, you will need to submit a supporting statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for the future. Please email your application to: **jmarshall@academicis.co.uk**

Closing date: 5th March 2021

Interviews: Week commencing 22nd March 2021

St Pancras Catholic Primary School
De Montfort Road, Lewes, East Sussex BN7 1SR

