



St Gregory's Catholic Primary School

HEADTEACHER CANDIDATE BROCHURE



"WALKING TOGETHER IN THE LIGHT OF THE LORD"



St Gregory's Catholic Primary School

CONTENTS

Welcome from the Chief Executive of the Trust	3
About our Trust	4
About our School	5
Job Description	8
Person Specification	15
How to Apply	20





St Gregory's Catholic Primary School

WELCOME FROM THE CHIEF EXECUTIVE

Dear Applicant,

Thank you for your interest in the position of Headteacher at St Gregory's Catholic Primary School.

This is an exciting time to be joining St Gregory's, as we seek an inspirational leader who has the energy, drive and ambition to really help this school to thrive.

With the support of our Trust, St Gregory's is on an incredible journey of school improvement. Through a relentless focus on end of Key Stage outcomes, a strong emphasis on staff development and additional day-to-day support with financial and operational management, we have built the foundations for a bright and exciting future for this school.

From its warm and welcoming atmosphere to its impressive EYFS and Key Stage 1 provision; from its unique facilities and resources to its strong relationships between staff, pupils and parents – there is so much potential here.

We are seeking a practising Roman Catholic Headteacher who is really inspired by our journey so far, someone who embraces the opportunities that the school has to offer and recognises that this role could be the defining moment of their career.

At St Gregory's you will find a community of teachers and support staff who genuinely care about every one of our pupils, and who are dedicated to delivering an exceptional all-round Catholic education for them.

What our school needs now is an inspirational leader who is committed to taking St Gregory's on the journey through to 'good' and beyond. Someone that really takes on the school as their own, embodying our values, inspiring our teachers and pupils and committing to our community for at least the next five years.

This would be the ideal opportunity for an experienced deputy of a two-form entry school who is seeking their first headship, or someone looking for their next exciting leadership challenge in a growing and expanding Trust.

We believe that St Gregory's has the potential to provide an outstanding Catholic education for the primary school children of Northampton, and look forward to finding the right individual to help us achieve that.

I hope you are as inspired by the possibilities this position has to offer as we are.

Warm regards,

Richard Williams

Chief Executive Officer

St Thomas of Canterbury Catholic Academies Trust



St Gregory's Catholic Primary School

OUR TRUST

St. Thomas of Canterbury Catholic Academies Trust



**Thomas Becket
Secondary**



**St. Gregory's
Primary**



**St. Mary's
Primary**



**The Good Shepherd
Primary**

Inspired by Christ, to achieve excellence, to serve and to build hope for all

We are proud to be part of the St Thomas of Canterbury Catholic Academies Trust.

Our Trust includes one Catholic secondary school and three Catholic primary schools who all benefit from regularly working closely together, sharing best practice, ideas and resources to support our pupils and easing the transition between primary and secondary school.

As part of the Trust, we have access to a wide range of additional benefits. This includes guidance on school improvement, governance and leadership as well as centralised operational support with areas such as HR and finance allowing school leaders to focus on delivering an exceptional Catholic education.

We are fortunate to benefit from our membership of the Northampton Diocesan Office for RE, Evangelisation, Catechesis and Schools (NORES) and also value working closely with other local Catholic Academy Trusts.

Type of School	Catholic Primary School
Age Range of Pupils	3 – 11 years
Gender of Pupils	Mixed
Number of Pupils	372
Number of staff	Over 30



St Gregory's Catholic Primary School

ABOUT OUR SCHOOL

St Gregory's Primary School joined the St Thomas of Canterbury Catholic Academies Trust in April 2016.

Based in the town of Northampton, the school has around 372 students aged 3 - 11 including a dedicated nursery and just over 30 members of staff.

Our Vision

"Walking together in the light of the Lord"

Our Values

Our Catholic faith is at the heart of the education we offer.

We aim to provide a welcoming and caring environment in which every child is able to be happy, confident and supported in discovering their individual talents and strengths.

It is our belief that all teaching in our school must reflect our Catholic faith, where the Catholic faith is not only taught but nurtured and reflected in the daily life of the school.

We believe that the school, in partnership with parents, priests and the parish community, should provide children with:

- A secure grounding in the Catholic tradition, and
- A fulfilment of their academic potential

Every child is viewed as an individual, a unique being who can and will excel throughout their lives.

Our Catholic Ethos

Our Catholic faith is central to the life of the family of schools which make up the St Thomas of Canterbury Catholic Academies Trust. Rooted in Gospel values, we recognise each member of our community as a child of God. With a focus on prayer, we are driven to strive for excellence. Through the example of Jesus Christ, we encourage each other to fulfil our potential.





St Gregory's Catholic Primary School

ABOUT OUR SCHOOL

Our Approach

At our school, we believe in offering an all-round education that combines a caring and loving ethos, with the highest possible ambition for our students to succeed.

We deliver a curriculum that is personalised for every child, with particular emphasis on those that are most in need. This includes a commitment to providing a broad range of academic and extra-curricular opportunities that encourage our pupils to develop their talents wherever they may lie.

We help our pupils to develop their spirituality throughout the school day, with regular visits from the Trust's Chaplain and local priests, as well as opportunities for prayer and reflection.

Student leadership and volunteering opportunities are also in abundance here. Our house system is at the centre of the school community, and every child is a member of a house which is led by a House Captain. Many of our older pupils volunteer their time to support EYFS and Key Stage 1 pupils and also run a series of lunchtime clubs for children across the school.

Our facilities are impressive, including our own dedicated area for Forest Schools, extensive playing fields and dedicated outdoor learning areas for our younger pupils, which means that our school is well-resourced to educate our pupils.

Over recent years, we have been transforming our whole approach to the curriculum at St Gregory's.

From the introduction of a 'practise, apply and enrich' approach to maths provision, to the expansion of extra-curricular opportunities, we have redefined and enhanced our offer.

Identifying potential and developing our staff is important to us, and we encourage our teachers and leaders to grow and flourish here. This includes a culture of sharing best practice and ideas, regular CPD sessions, a commitment to health and wellbeing and coaching and mentoring opportunities, all for the benefit of our children.

Alongside our focus on school standards, we have some fantastic relationships within our community. Our local reputation is strong and growing and we value working closely with our parents, including our highly supportive PTFA, and local Catholic churches in order to provide the best possible opportunities for our pupils. We are also proud of the work that we do to support others, from our CAFOD missions to local community projects, we raise money and show kindness to people around the world.

We also have a strengthening relationship with Thomas Becket Catholic School, the only Catholic secondary school in Northamptonshire. Our pupils benefit from special events that are delivered at the school, as well as visits from older students who tell them about life at secondary school.



St Gregory's Catholic Primary School



What Our Pupils Say

"At St Gregory's everyone is very welcoming and kind to anyone that is new."

"The teachers help us all to come together and walk in the footsteps of God."

"Our teachers are so kind, they really try and push you so that you can be the best you can be."

"The teachers spend their own time to help us improve, especially as we prepare for our SATs."

"I like being Head Girl, I am proud to be a role model for younger pupils and to make a difference at our school."

"You get the chance to experience a lot of new things here. Fundraising days, music lessons, sports events and after school clubs, there is always something to get involved in."

What Our Staff Say

"We believe every child should be treated as an individual, who should be nurtured and supported to grow – we need to do that in whatever way we can."

"Our role is preparing our children for their future, encouraging them to be resilient and certain of who they are."

"At St Gregory's you feel like you are part of a community. There's a rich history here and the children and staff feel part of a family, they feel loved."

"You will often hear our pupils talking about being 'Ready, Respectful and Safe.' They know why it is important to love one another as they are loved by God."

"Staff are encouraged to share good practice, learning from each other in an open-door environment. We look out for each other and work together as a team."

"We challenge children academically, spiritually, morally and socially. We prepare them for the rest of their lives."

"The pupils here are a pleasure to teach, so enthusiastic and willing to help. They are very reflective learners, it is fantastic to see their confidence grow and that they want to achieve their best."



St Gregory's Catholic Primary School

JOB DESCRIPTION

OVERVIEW

Job Title	Headteacher
Closing Date	12 noon, Tuesday 23 rd April 2019
Interview Date	Friday 26 th April 2019
Salary / Scale	L11-23
Purpose of the Position	The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education which realises the potential of all pupils.
Key Responsibilities	The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfES National Standards for Headteachers. This job description may be amended at any time, following consultation between the CEO and the Headteacher and will be reviewed annually.
Accountable to	The Trust's Chief Executive Officer





St Gregory's Catholic Primary School

MAIN DUTIES

1. Catholic Purpose and Identity of the School

The Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular; in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, diocese, local community, other schools, the Trust, Local Authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities. This is always exercised reflecting the diocesan policy and strategy for Catholic education as trustee of the school and in accordance with Canon Law



2. Leadership in Catholic Education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

3. Performance Management

To undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher

4. Shaping the Future

To work with the CEO and Local School Committee to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The Headteacher, working with the Local School Committee and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils. The Headteacher is expected to:

- a) ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- b) ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c) lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice to create a shared culture and positive climate.
- d) work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- e) create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- f) ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.

- g) ensure that policies and practices take account of national, local and school data and inspection research findings.
- h) develop and maintain the educational partnership currently existing between the school and parents, Local School Committee, schools within the local Catholic partnership cluster schools, the Diocesan Education Service, the local authority, the local community and other agencies including the health authority and social services.
- i) ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

5. Leading Learning and Teaching

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the CEO and local school committee, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The Headteacher is expected to:

- a) create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- b) determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more-able pupils.
- c) establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- d) monitor and evaluate; curricular provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- e) manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils.

6. Developing self and working with others

To establish effective relationships and communications building a professional learning community that enables others to achieve.

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should 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. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Headteachers should be committed to their own professional development. The Headteacher is expected to:

- a) give a clear lead to all staff in the development and the continuing formation of the school's Catholic identity.
- b) support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- c) create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect.
- d) plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- e) implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- f) motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- g) acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- h) maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement and development.
- i) regularly review own practice, set personal targets and take responsibility for own personal development.
- j) manage own workload and that of others to allow for an appropriate work/life balance.

7. Managing the organisation

To provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment. The Headteacher is expected to:

- a) ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- b) create an organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- c) produce clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d) work with the Trust, governors and senior colleagues to recruit, retain and deploy staff and appropriately, managing their workload to achieve the vision and goals of the school.
- e) set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters together with the Trust's central finance team.
- f) manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- g) promote an attractive environment which stimulates learning and enhances the appearance of the school.
- h) manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- i) use and integrate a range of technologies effectively and efficiently to manage the school.

8. Securing accountability

The Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community. The Headteacher is expected to:

- a) ensure that local school committee members and the Trust Directors are welcomed into the school and invited to share in its Catholic life.
- b) provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- c) create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- d) ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- e) be accountable to the Diocese as Trustee for the school as part of the Church's educational mission
- f) present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including local committee members, the LA, Trust directors, the local community, OFSTED and others, to enable them to play their part effectively.

- g) reflect on personal contribution to school achievement and take account of feedback from others.
- h) ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them.

9. Strengthening Community

To work collaboratively at both strategic and operational levels with all connected with the school community for the well-being of all children. The Headteacher is expected to:

- a) recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- b) promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- c) create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment.
- d) ensure that learning experiences for pupils are linked into opportunities provided in the wider community.
- e) collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- f) create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- g) seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- h) contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.

10. Relationship with the other schools, Trust and agencies

The Headteacher has a significant contribution to make in the delivery of high quality Catholic education across the Diocese. To achieve this the Headteacher will be a part of a network of Catholic Head Teachers who meet regularly throughout the year.

The Headteacher is required to work in partnership with Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations

11. Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Acts and expects all staff and volunteers to share this commitment.

The Headteacher should ensure that:

- a) The Trust policies and procedures adopted by the local school committee are fully implemented and followed by all staff.
- b) Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- c) All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.



St Gregory's Catholic Primary School

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	✓		App form
Catholic Certificate of Religious Studies or equivalent		✓	App form
Degree	✓		App form
Higher Degree		✓	App form
National Professional Qualification for Headship		✓	App form
Recent participation in range of relevant in-service training	✓		Interview
Experience of providing successful INSET to colleagues within current school	✓		Interview



2. FAITH COMMITMENT

	Essential	Desirable	Evidence
Practising Catholic	✓		App Form Interview
Evidence of participation in life of faith community	✓		Priest reference

3. EXPERIENCE

	Essential	Desirable	Evidence
Experience of school leadership	✓		App form interview
Recent, demonstrable successful experience in a management role	✓		App form interview
Evidence of relevant professional development	✓		Interview
Ability to lead initiatives within the school with evidence of impact	✓		Interview
Minimum of six years teaching experience		✓	Appform
Understanding of the voluntary aided sector if applicable		✓	Interview
Teaching experience in a similar size school		✓	Interview
Experience of collaboration with other schools and appropriate agencies		✓	Interview
Experience of working with children from diverse backgrounds		✓	Interview

4. COMMUNICATION/LIAISON

	Essential	Desirable	Evidence
Ability to liaise and work with outside agencies	✓		Interview
Ability to influence and persuade	✓		Interview
Ability to communicate clearly both orally and in writing with all stakeholders	✓		App form Interview
Understand of the role of governors in a school within a MAT	✓		App form

			Interview
Ability to promote the school to parents and other stakeholder	✓		Interview
Membership of a governing body		✓	App form

5. LEADERSHIP

	Essential	Desirable	Evidence
Committed to educating the whole child	✓		App form interview
Ability to provide a strategic vision	✓		App form interview
Ability to motivate and effectively manage all staff	✓		Interview
Proven experience of successful team leadership	✓		Interview
Proven ability to deal with difficult situations	✓		Interview
Demonstrate a complete understanding of safeguarding.	✓		App form Interview
Ability to assess risk	✓		Interview
Experience of implementing national initiatives		✓	App form Interview
Evidence of leading and implementing effective CPD		✓	App form Interview

6. MANAGEMENT

	Essential	Desirable	Evidence
Significant experience of managing people and resources within education	✓		App form interview
Minimum of four years as a head, deputy head or senior manager		✓	App form
Experience of OFSTED at SMT level		✓	Interview
Good interpersonal and communication skills	✓		Interview
Ability to manage budgets	✓		App form interview
Ability to solve problems and make decisions	✓		App form Interview

A clear understanding of the Headteacher's role in monitoring and managing staff performance	✓		Interview
Ability to lead effective self-evaluation	✓		App form Interview
Understanding of statutory requirements	✓		App form Interview
ICT literate	✓		App form interview
Experience of managing change		✓	Interview

7. CURRICULUM

	Essential	Desirable	Evidence
Knowledge of the curriculum at all relevant Key Stages	✓		App form interview
Good understanding of curriculum planning, development and review to support high standards	✓		App form interview
A coherent view of teaching, learning, standards and curriculum delivery	✓		Interview
Commitment to planning effective provision to meet the needs of all pupils and develop all staff	✓		Interview
Ability to effectively monitor and evaluate to raise standards	✓		Interview
Ability to use and communicate data effectively to raise standards	✓		App form Interview
Experience of teaching across the age range of the school		✓	Interview

8. PHILOSOPHY OF EDUCATION

Applicants should be able to clearly demonstrate that they have the necessary philosophy and commitment required for the post as detailed:

Ability to cope well with the demands and challenges of the post
Ability to promote a high standard of education, ensuring academic progress and good standards of behaviour
A clearly articulated understanding of the Catholic vision of education
Understanding of current educational developments/legislation

Ability to promote successfully relationships with pupils, staff, parents, Trust, governors, other agencies and the community
Committed to educating the whole child
Expectation of high individual achievement and development
Clear understanding of the National Curriculum, Assessment and examinations and of modern curricular
Pastoral care
An awareness and understanding of changes currently taking place within education and how they will affect the school
Ability to lead and develop a whole school learning culture
Ability to support and challenge colleagues

9. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive and supportive faith reference from priest where applicant regularly worships
Positive recommendation from current employer
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other checks as required



HOW TO APPLY



If you would like further information or to arrange a school visit, please contact Mrs Jo Brake-Oakes, Trust HR Manager on: Tel: 01604 497309 or Email: TrustHR@stccat.org

Application forms are available to download from either the school website: www.stgregoryscatholicprimaryschool.org.uk or the Trust website: www.stccat.org.uk

Completed applications are to be sent to Mrs Jo Brake-Oakes, Trust HR Manager at TrustHR@stccat.org no later than 12 noon on Tuesday 23rd April 2019.

Interviews are planned for Friday 26th April 2019.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our school.

