



St John Evangelist
Catholic School



Headteacher Recruitment Pack





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Catholic School

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Letter from Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Headteacher at St John Evangelist Catholic Primary School. I am very pleased that you are considering applying to lead our wonderful school.

As our existing Headteacher retires we want to employ somebody who is able to build on what she and the staff have achieved; a “Good” Ofsted rated school with a strong Catholic ethos. As a result, we are seeking a person with vision, energy and enthusiasm to lead our respected and successful school in the next phase of its development.

I hope that as you read the pack, you will feel that St John Evangelist School is a friendly, welcoming place and a place you would like to be part of. Our governors, staff and parents are open to imaginative ideas and work together to achieve the best outcome for all our children. We are proud of our school: the children work hard, are polite, well-mannered and like to be included in the running of the school. The post is not just about school leadership; it is also about ensuring that every child really does matter and reaches their full potential.

I warmly encourage you to visit the school to see the staff and pupils at work. We would be very happy to show you around and answer any questions you may have. Please contact the school office on 0207 7226 1314 to make an appointment.

I look forward to hearing from you and receiving your application by 12pm on the closing date of Wednesday 28th March 2018. The interviews for this post will be held on Thursday 19th April 2018.

Yours faithfully

Patricia Meerstadt
Chair – Governing Body





St John Evangelist Catholic School



Headteacher

St John Evangelist Catholic School

Salary Group Range: Leadership 16 -21

Salary Range: £64,524 - £71,865 (depending on experience)

Start Date: September 2018

Are you an aspiring headteacher or an existing head wanting a new challenge?

Are you passionate about giving children the best possible chances in life?

Do you recognise and support the importance of Catholic Education?

Do you care about children having a deep and rich curriculum that simulates their thinking, broadens their horizons and prepares them for life as well as academic success?

Then we would love to hear from you.

St John Evangelist is a friendly and inclusive one and one third entry school at the Angel Islington with excellent transport links and amenities and a very supportive parish. The Governors, staff, pupils and parents of St John Evangelist Catholic School are seeking to appoint an innovative leader who, as a practising Catholic will embrace both the strengths of the past and the challenges of the future through their vision, drive and ambition.

We are looking for someone who:

- Is a practising Catholic, committed to the ethos and vision of Catholic Education
- Believes that every child should achieve success
- Has experience in successfully leading curriculum development
- Can inspire staff and children

- Has excellent organisational and interpersonal skills; experienced in establishing and maintaining good professional relationships

In return we will offer:

- A warm, caring and welcoming school
- An inclusive school with a diverse community
- An environment where behaviour is exemplary and where a sense of belonging prevails
- Professional, hard-working and dedicated staff
- A supportive and active parish
- A challenging yet encouraging Governing Board
- Mentoring and development opportunities for the right person to grow into the role

How to apply:

Visits to the school are encouraged and may be arranged by contacting the school on **0207 226 1314**.

Please apply online at www.islington.gov.uk following the jobs link. If you require any assistance, please contact the schools' HR team at schoolsrecruitment@islington.gov.uk quoting reference **STJE/667**

Closing date: 12pm, Wednesday 28th March 2018

Shortlisting date: Week beginning 2nd April 2018

Interview date: Thursday 19th April 2018

St John Evangelist Catholic School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



Job Description

HEADTEACHER

The school has been designated by the Secretary of State as a school 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 the Diocese of Westminster.

This appointment is to the governors of the school as the employers under the terms of the Catholic Education Service.

This job description is based on the key areas identified in the National Standards for Excellence for Headteachers (2015) and the Teaching Standards (2011), which apply to all teachers.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS.

A. The Core Purpose of the Headteacher

To promote the Teaching of the Catholic Church, the core purpose of the Headteacher is to provide professional leadership and management of the school. To secure a firm foundation in order to achieve high standards and excellence in all areas, realising each individuals' true potential for all staff and pupils.

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organized to meet its aims and targets.

The Headteacher, working with and through others, secures the commitment of the wider community to the school. Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.



B. Qualities and Knowledge

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all area of this work.

The Headteacher will:

1. Recognise the authority of the Bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values of a Catholic school.
3. Lead by example with integrity creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils, staff, parents, governors and members of the local church and wider community.

5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness.
7. Communicate compelling the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

1. In a Catholic school the Headteacher leads a learning community rooted in Christian belief and principles. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.
2. The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupil's achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.



With the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how pupils learn.
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.
4. Identify and develop emerging talents, coaching current and aspiring leaders.
5. Ensure that appraisal procedures within the school are fit for purpose and that all staff are trained appropriately for their roles in the process.

Systems and Process

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

1. The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
2. Headship is about building a professional learning community which enables others to achieve and also should be committed to their own continuing professional development.

Within the School's Catholic ethos, the Headteacher will:

1. Ensure that the school's systems, organisations and processes are well established. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to keep improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively.



5. To ensure there is rigorous and effective accounting systems in place. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources.

The Self-improving School System

In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

1. Create an outward-facing school which works with other schools, organisations and the local community – to develop best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.

3. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
4. Inspire and influence others, within and beyond the school, to believe in the fundamental importance of education, promoting its value within the Catholic context.
5. The Headteacher is accountable to the Governing Body and needs to provide visionary leadership so that the school can develop while he/she evaluates performance and direction.
6. Policies and practices should be regularly reassessed in-line with the schools aims and objectives.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the conditions of employment in the current School Teachers' Pay and Conditions Document as they relate to Headteachers.

The job description as presented here is a high level summary of the main responsibilities of the role. The contract will include a fuller version containing more detail on the specific areas set out above. This will be available to candidates at the interview stage.



Person Specification

St John Evangelist Catholic School serves as a witness to the Catholic Faith in Our Lord Jesus Christ and is run as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Westminster.

The Headteacher post requires a practising Catholic who can show by example and from experience that he or she will ensure the school is distinctively Catholic in all aspects.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

		Essential	Desirable
Faith Commitment			
1.	Practising Catholic	E	
2.	Ability to strengthen faith commitment and worship in the school community and lead, by example, the faith journey in Christ	E	
3.	Displays personal vision for a Catholic school and the ability to share and enact that vision with all those who make up the school and wider community	E	



		Essential	Desirable
Qualifications			
4.	Degree-level qualification (or equivalent) and QTS	E	
5.	CCRS/CTC, or commitment to obtaining	E	
Professional development			
6.	Evidence of recent leadership and management professional development	E	
7.	Up-to-date safeguarding training and knowledge of legislation for the protection of young people	E	
8.	Successfully undertaken Designated Senior Person training/National professional Qualification for Headship		D
School leadership and management experience			
9.	Recent successful leadership as a headteacher, deputy headteacher, or assistant headteacher	E	
10.	Evidence of successfully leading school improvement	E	
11.	Evidence of applying strategies to review, evaluate and improve teaching and learning	E	
12.	Experience of curriculum leadership and development	E	
13.	Experience of working constructively with parents	E	



		Essential	Desirable
14.	Experience of monitoring staff performance	E	
15.	Ability to provide advice and support to the Governing Board to enable it to meet its responsibilities	E	
16.	Experience of coaching, mentoring, or training of individuals or teams	E	
17.	Demonstrates good awareness of current national education policy and strategy	E	
18.	Understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement	E	
19.	Experience of budget management		D
Experience and knowledge of teaching			
20.	Successful teaching of pupils/students in the primary phase	E	
21.	Working and current knowledge and understanding of all three Key Stages in the primary phase	E	
22.	Displays commitment to the protection and safeguarding of children and young people	E	
23.	Up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	
24.	Ability to co-operate and work with relevant agencies to protect children and young people	E	



		Essential	Desirable
25.	Ability to use data, assessment and target setting effectively to raise standards and address weaknesses	E	
26.	Ability to demonstrate how the needs of all groups of pupils have been met through high quality teaching	E	
Professional attributes and skills			
27.	Demonstrates an understanding of and empathy for the needs of pupils at the school and how these could be met	E	
28.	Demonstrates a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E	
29.	Demonstrates excellent written and oral communication skills (which will be assessed at all stages of the process)	E	
30.	Leader of learning, who demonstrates and promotes outstanding classroom practice	E	
31.	Demonstrates awareness of and ability to address the <i>National Standards of Excellence for Headteachers</i> (2015)	E	



Personal qualities

The following are considered essential for the post and will be assessed through interview and references:

- Promotes strong educational philosophy and values
 - Inspires, challenges, motivates and empowers teams and individuals to achieve high goals
 - Demonstrates personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
 - Builds and maintains quality relationships through interpersonal skills and effective communication
- Demonstrates personal and professional integrity, including modelling values and vision
 - Manages and resolves conflict
 - Prioritises, plans and organises themselves and others
 - Thinks analytically and creatively and demonstrates initiative in solving problems
 - Awareness of own strengths and areas for development - listens to and acts upon feedback from others
 - Demonstrates a capacity for sustained hard work with energy and vigour





Visions and Values

Vision

Our vision for St John Evangelist RC Primary School is to be one of the most highly regarded primary schools in Islington. We will achieve this by delivering a broad, balanced and relevant curriculum to enable every child to reach better than expected levels of progress and to nurture their faith and grow confidence and resilience enabling them to move on to the next phase of their development. We will seek opportunities to work with the wider catholic schools' community.

Values

- To love God
- To respect and care for all members of the school community
- To value all children and staff as individuals.
- To have high expectations of one another and ourselves
- To nurture and promote lifelong learning and development for children and staff
- To embrace change.
- To be resilient.
- To contribute positively to the Catholic and wider community.
- To value the health and well-being of staff and pupils.

Context of School

St John Evangelist School is a Catholic school and its Catholicity underpins all aspects of school life. Religious Education is a core subject. We endeavour to foster in our children, families and staff a sense of belonging and responsibility to the parish and wider community in which we reside.

We have a non-standardised intake of normally 40 pupils which means that children will during their school career be in a mixed age classes. The school is fully staffed. The majority of children are baptised Catholic. Although the children come from the same faith background there is a wide cultural diversity. The school fosters close links with parents, the parish and the wider community.

Please see school website www.stjohnevangelist.islington.sch.uk or download the School App for Android or iPhones, 'St John Evangelist Catholic School', for more information on St John Evangelist School.



Key Facts and Statistics

3 – 11 years

Age Range



Location

Duncan Street, Islington, London, N1 8BL



Denomination

Voluntary Aided Catholic School and
Nursery



www.stjohnevangelist.co.uk

298

Number of children

30

Average class size

40

Planned Admissions per year

96%

Attendance

17

Teaching Staff

18

Support Staff

25

Languages spoken at school

78%

Good or outstanding teaching

41%

Children eligible for Pupil
Premium

27%

Children with SEN

35%

Children with EAL

46%

Children from Ethnic Minorities

KS1

Reading 76% Writing 66% Maths 75%

KS2

Reading 71% Writing 76% Maths 75%
Grammar, Spelling and Punctuation 77%



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School Location



St John Evangelist Catholic Primary School
Duncan Street
Islington
London
N1 8BL

Nearest Tube Stations:

Angel Station
Highbury & Islington Station

Islington

Further information about Islington borough
is available at www.islington.gov.uk





How to apply

Application Deadline

Completed application forms must be submitted online by 12pm
Wednesday 28th March 2018.

Please apply online at www.islington.gov.uk following the jobs link. If you require any assistance, please contact the schools' HR team at schoolsrecruitment@islington.gov.uk quoting reference **STJE/667**

Completing your application

Candidates are asked to structure their supporting statement in accordance with the following *Excellence Domain* headings from *National Standards of Excellence for Headteachers* (2015):

- *Qualities and Knowledge*
- *Pupils and Staff*
- *Systems and Processes*
- *The Self-improving School System*

Please note that your supporting statement must not exceed no more than **1500** words.

Visits

Visits to the school are encouraged and may be arranged by contacting the school on 0207 226 1314.

Selection procedure

The selection will be a panel of Governors, assisted by Islington Council staff and representative from the Diocese. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact are clearly identifiable on the application form.

References

The following are considered essential for the post:

- Positive and supportive faith reference from a priest where the applicant regularly worships
- Positive recommendations from all referees, including current employer
- Supportive Local Authority reference, or a further supportive professional reference

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. For candidates who are already Headteachers, it is expected that their professional referee will be the Director of Education or equivalent.

The post will be offered subject to satisfactory completion of pre-employment checks.





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