



St Francis' Catholic Primary School

In God's love and inspired by our faith we respect, reflect, achieve and grow together



JOIN OUR TEAM

Recruitment Pack – Assistant Headteacher



Welcome

Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as **we collaborate to ensure that every child has access to a world-class education.**

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

Please visit our website www.xaviercet.org.uk to find out more about the Trust, our schools and our other services or contact us via info@xaviercet.org.uk for further information or to arrange a visit.

James Kibble
CEO - Xavier Catholic Education Trust



Table of Contents

Our Story	4
Our Mission	5
Our Values	5
Our People	6
Testimonials	7
Why Work For Us	8
Job Specification	10-18
How To Apply	19



Our Story

Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. **Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with.** As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. **To find out more about our schools please visit: <https://www.xaviercet.org.uk>**

Our Mission

What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

Our Values

How we operate

Faith

Everything we do is rooted in faith and lived out through Gospel values

Hope

We are optimistic about the future and see the God-given potential in everyone

Love

We believe in the power of reconciliation and treat everyone with loving kindness

Service

We accept the mantle of leadership and recognise that our mission is to serve

Integrity

We work for the greater good, strive for justice and always try to do the right thing

Excellence

We are committed to challenging ourselves to offer first-class provision in all that we do

Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

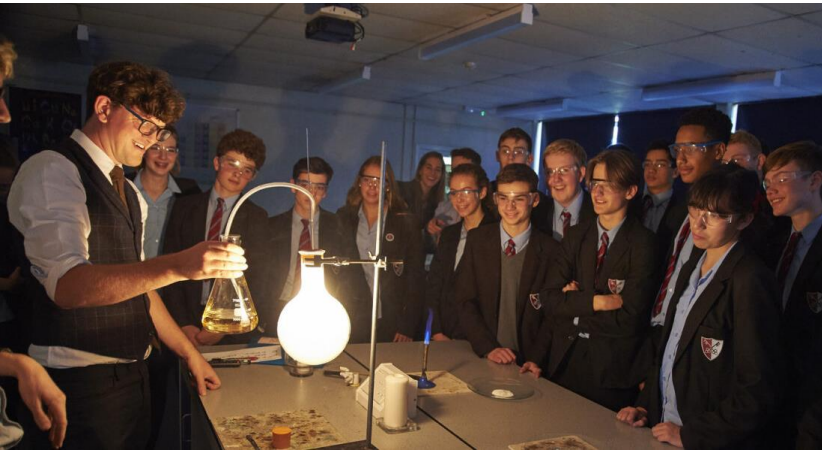
Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don't have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.



Testimonials

What our people say



"I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something."

"Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher."



"The NPQ program is a great opportunity to network with like-minded colleagues. It's provided me with a platform to discuss approaches to leadership and learn about my own style."



Why Work For Us

Staff Benefits

EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider



St Francis' Catholic Primary School

In God's love and inspired by our faith we respect, reflect, achieve and grow together



JOIN OUR TEAM

Job Specification - Assistant Headteacher



Welcome

Message from our Head of School
Fiona McGrath



Dear Candidate,

Thank you for showing an interest in our school and viewing our advert, my name is Fiona McGrath and I have been Head of School at St Francis' since September 2024. It's a truly wonderful school to work in. St. Francis' Catholic Primary School is a two-form entry primary school. We currently have 408 pupils aged 4-11 years of age on roll. Our school is situated in Caterham, in the Parish of the Sacred Heart, and within the Diocese of Arundel & Brighton. 50% of our pupils are Catholics, and 25% of the children have English as a Second Language.

Our last inspections were successful: Ofsted in October 2021 and CSI in October 2023. We are fortunate to have great school facilities and wonderful school grounds. Each classroom has interactive white boards and PCs. We provide pupils with a wide range of extra-curricular clubs, including a breakfast and after-school club. The strongest asset that we have, however, is our fantastic staff team. I feel blessed to work with such supportive staff, children, and families. We have a workforce who are dedicated and hardworking. There is a strong sense of community, we have supportive parents and a strong P.T.A.

Our school vision is 'In God's love and inspired by our faith we respect, reflect, achieve and grow together'.

Whilst we constantly strive to give our children the best possible education, ensuring that every child is numerate and literate, we also believe in developing the whole child, providing them with opportunities to be prepared for life when they leave St Francis'. Our children leave us as confident, articulate, and happy children and this is a result of a team effort over the time they spend here.

This Assistant Headteacher appointment will be working closely with me and the Senior Leadership team. This role is a full-time position. I recognise that the role of the Assistant Headteacher is a difficult one, but it is also a great privilege to make a difference to the lives of so many young children.

It is very important that my Assistant Headteacher works in strong partnership with the rest of the team and that they share our passion to deliver the best education for our children and develop and nurture our staff.

We are fortunate to be part of an academy within the Xavier Catholic Education Trust. Being an academy within this Trust gives us a secure and supportive environment in which we as a school can grow. We benefit from the shared expertise within the MAT, which provides opportunities to share and to learn from the good practice of others. These opportunities, and the closeness of the relationships between the schools in the MAT, will continue to grow and helps us all to flourish.

The best way to find out more about our school is to come and pay us a visit. I would love the opportunity to introduce you to the school, its pupils and its staff in person, and to answer any questions that you may have.

Please do contact me via the school office if you would like to come and visit us.

I look forward to meeting you!

Best regards,

A handwritten signature in black ink, appearing to read 'M. J. ...', is written on a white rectangular piece of paper that is slightly tilted and placed over the typed text.



Job Specification

Assistant Headteacher

St Francis' is one of nineteen schools who have come together to form Xavier Catholic Education Trust in the Diocese of Arundel and Brighton. We work together to do everything possible to provide an exceptional education for all the children in our care. For more details please look at the Trust website

St Francis is a 2 form entry primary school, serving pupils and families with a diverse multi-cultural intake and a high percentage of pupils with English as an additional language. This is a great opportunity for someone looking for Assistant Headteacher post in an environment where support is provided at all levels.

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: Head of School

Job Description

This job description is based on the national standards of excellence for Assistant Headteachers and adapted for leadership in a Catholic School

This is a great opportunity for someone aspiring to Headship and looking for a Assistant Headteacher post where support is provided.

- To provide professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop conditions which enable pupils and teachers to achieve effective learning so that the schools' aims and objectives are implemented in accordance with the policies of the Xavier Catholic Education Trust, the governing body and national and local education strategy.





- 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.
- To support the Headteacher in their responsibility for the leadership, internal organisation, management and control of the school.
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Board is responsible and those with whom they come into contact.

The Assistant Headteacher is required to operate within the contractual framework set out in the DfE's School Teachers' Pay and Conditions Document and to carry out the duties specified including:

- To fulfil duties expected of a class teacher, with a teaching commitment of a maximum of 3 days per week (t.b.c.).
- Carry out the professional duties of a teacher as required, sustaining high quality outcomes.
- Undertake any professional duties or responsibilities which are reasonably delegated to the Assistant Headteacher by the Headteacher or Governing Board.
- To deputise in the absence of the Headteacher and work in partnership with the senior leadership team to ensure that the school is properly managed at all times.
- Be willing to accept reasonable changes in responsibility or teaching commitment according to experience, expertise and the needs of the school.
- Under the overall direction of the Headteacher, play a lead role in key operational and strategic areas of school leadership, such as:
 - **Learning and Teaching:** collaborate with colleagues from schools within the Xavier Catholic Education Trust and beyond to lead initiatives designed to raise standards of teaching and learning across the whole school.



- **Continuous improvement and staff development:** lead initiatives which promote best practice, establish high expectations and a collaborative learning environment for all staff and nurture future leadership potential.
- **Subject Area Lead:** To act as an excellent role model of subject leadership.
- Proactively manage staff and resources and delegate leadership responsibilities as appropriate to ensure effective school organisation and internal communication. Manage own workload and that of others to allow an appropriate work / life balance.

Key Accountabilities

Qualities and knowledge

1. Have a clear Catholic vision and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, as well as towards parents, governors and members of the local community. Be a witness to the gospel each day.
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. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Adhere to financial policy and procedures and support the Headteacher to ensure effective resource deployment and budget planning, focussed on educational priorities.
6. Communicate compellingly the school's vision and support the Headteacher to drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

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 that reflect the distinctive nature of Catholic schools.



2. Work in partnership with the Headteacher to 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. In collaboration with the Headteacher, 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. Work alongside the Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Help to identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Work with the rest of the Senior Leadership Team to implement good performance management and be prepared to hold staff to account for their professional conduct and practice.

Systems and process

1. Work in partnership with the Headteacher to 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.
2. Support the Headteacher to 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.
3. In collaboration with the Headteacher welcome strong governance and actively support the governing board and the Directors of The Xavier CET to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the school leadership to account for pupil, staff and financial performance.
4. Support the Headteacher to exercise strategic financial planning to ensure the deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.



5. Share in the leadership of the school and assist the Headteacher to 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.

The self-improving school system

1. Work collaboratively with the Headteacher to further develop an outward-facing school which works with other schools within Xavier CET and schools and organisations beyond in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
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.
4. Contribute to the shaping of the current and future quality of the teaching profession, by working in partnership with the Headteacher to ensure high quality training and sustained professional development for all staff, including self.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
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..



Job Details – Assistant Headteacher

Closing date for applications is Thursday 24th April 2025 at 1pm.

Interviews to take place on Thursday 8th May 2025.

Salary: XCET Leadership Payscale L3-L7

We are looking to appoint an enthusiastic, motivated Assistant Headteacher to start as soon as possible. The role is a full-time, permanent role. Xavier Catholic Education Trust is seeking to appoint an Assistant Headteacher who will provide inspirational leadership to support the Head of School of our popular school.

We are looking to appoint an Assistant Headteacher who:

- will strive for excellence in everything they do;
- has a proven track record as an outstanding teacher and leader;
- will inspire, challenge, motivate and support staff at all levels;
- will enable every child to reach their full potential;
- will nurture a strong caring ethos and community spirit within our school;
- has the ability and ambition to continue to raise standards;
- will support the Head of School in implementing the schools mission.

We can offer our new Assistant Headteacher:

- a strong caring Catholic community committed to supporting our pupils and families;
- happy enthusiastic children that are keen to learn;
- a supportive Leadership team;
- a strong commitment to continuing professional development.

Candidates are warmly welcomed and encouraged to visit the school by appointment with the school office.

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.



How To Apply

Please visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

SAFEGUARDING: Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

SAFER RECRUITMENT POLICIES: Please find the all the safer recruitment policies on the link: <https://www.eteach.com/careers/xaviercet-org>

EQUAL OPPORTUNITIES: Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



St Francis' Catholic Primary School

Whyteleafe Road

Caterham

Surrey

CR3 5ED

Telephone: 01883 342005

Email: office@stfrancis.surrey.sch.uk

Visit: <http://www.stfrancis.surrey.sch.uk>

Xavier Catholic Education Trust

Guildford Road

Chertsey

Surrey KT16 9LU

Telephone: 01932 582 595

Email: info@xaviercet.org.uk

Visit: <https://www.xaviercet.org.uk/>

