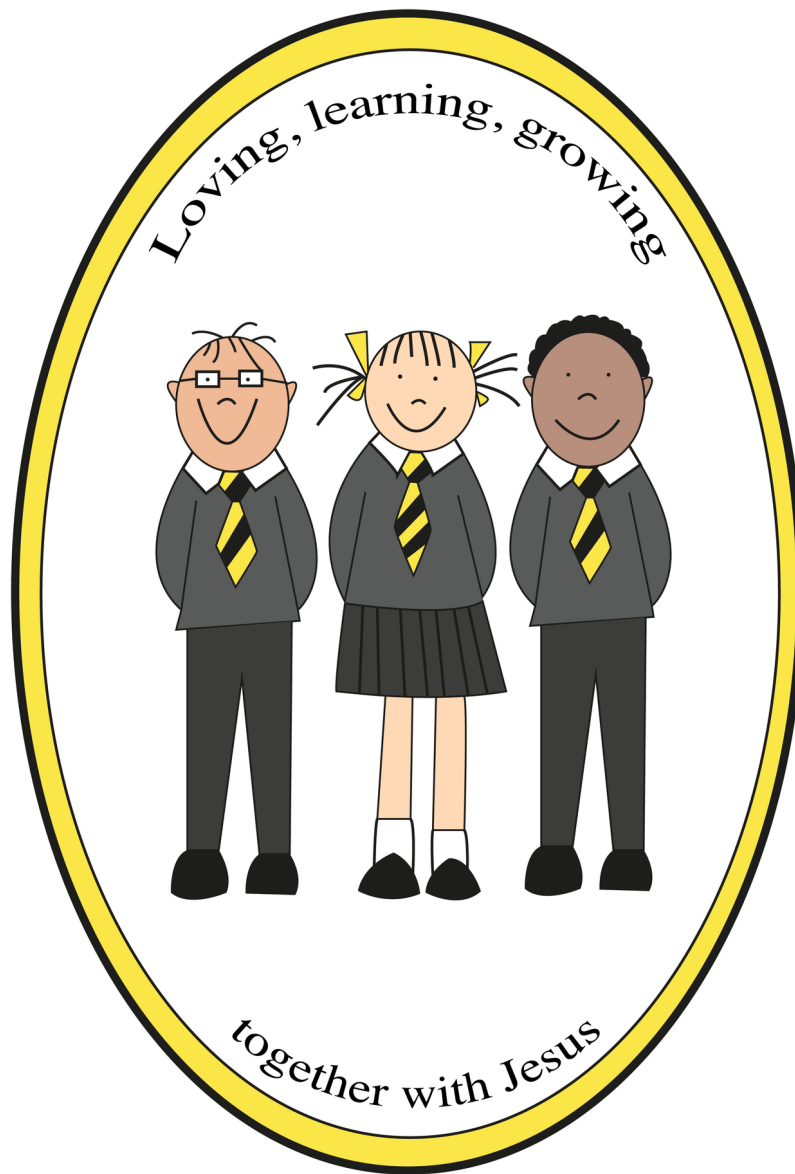
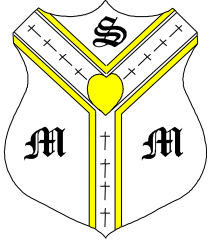


# ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

*Loving, Learning, Growing together with Jesus.*



## HEADTEACHER RECRUITMENT PACK



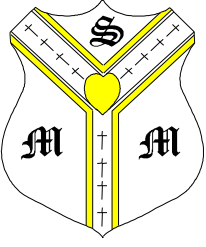
# ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

*Loving, Learning, Growing together with Jesus*

**Chair of Governors: Miss Clare Ferguson**

## **Contents:**

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6. Notes to applicants and application forms are available on the school website  
<https://www.stmargaretmarysinfant.com/information/vacancies>



# ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

*Loving, Learning, Growing together with Jesus*

**Chair of Governors: Miss Clare Ferguson**

Pilch Lane, Liverpool, L14 0JG

Telephone: 0151-477 8815

Email: [stmargaretmary@knowsley.gov.uk](mailto:stmargaretmary@knowsley.gov.uk)

**HEADTEACHER**

**GROUP 3**

**ISR L19 – L24**

**£73,509 - £82,258\***

**N.O.R. 420 (including Nursery)**

The Governing Body of St Margaret Mary's Catholic Infant School is seeking to appoint a committed and practising Catholic, who is an enthusiastic, inspirational and dedicated individual, able to further develop this popular and successful school. We wish to appoint a Headteacher who leads by example, is kind, empathetic, nurturing and patient, whilst striving to provide the very best for each of the children in our care.

Our new Headteacher will be:

- A practising Catholic who demonstrates a strong, lived faith and deep commitment to Catholic Education and the Catholic ethos of our school.
- An individual who has extensive leadership experience and proven success in a senior leadership role in a Primary School setting.
- Able to build upon the existing rich curriculum with high expectations of children's attainment, achievement and behaviour, supporting each and every child to develop and reach their own unique, individual potential.
- An inclusive leader, with excellent interpersonal skills and the ability to encourage, enthuse and motivate an experienced and dedicated staff.
- Continue to promote strong relationships with parents, governors, the parish and Archdiocese, our neighbouring junior school and the wider community.
- Someone who is passionate, creative and innovative, open to new ideas and a willingness to build upon our high expectations of teaching standards, pupil progress and learning outcomes for all in our school family, with a clear vision for continuous success and improvement.
- An enthusiastic, dedicated and committed individual, to lead our Good School on the next stage of its journey to Outstanding.

We can offer:

The school is totally inclusive. Everyone refers to the school as 'a family' and senior leaders model high expectations and lead by example. The culture is one of openness and mutual support, where team spirit and staff morale are woven throughout the fabric of the school. **(Challenge Partners Review, Jan 2023)**

St Margaret Mary's Catholic Infant School is an Outstanding School in providing Catholic education. **(Section 48 Inspection, December 2023)**

St Margaret Mary's Catholic Infant School is firmly founded on the teachings of the Catholic faith with all members belonging to one extraordinary Christ centred family. **(Section 48 Inspection, December 2023)**

Parents and carers (who) hold the school in high regard. Pupils' behaviour is of a very high standard. They work with concentration and interest. (*Ofsted, 2019*)

- An inclusive, strong and caring school community with talented, hard-working, highly professional caring and committed staff.
- A staff who are dedicated and committed to supporting all children including those who are disadvantaged or with additional needs.
- Happy, confident and enthusiastic children, who enjoy learning and who are proud of their school, have a high standard of good behaviour and are motivated to learn.
- A positive, vibrant, and encouraging environment, where our dedicated staff are supported in inspiring each other and striving in their own learning, underpinned by our outstanding Catholic ethos, in which all are respected.
- A balanced, committed and robust experienced Governing Body, who provide effective and positive challenge and support with clear vision for all our school family.
- Engaged Parents and Carers, and a vibrant and strong Parish Community, with close links to our Junior School, and the wider community.
- Opportunities for continuous professional development
- An outstanding school ethos which values the contribution of all, and sets high standards in spiritual, moral, social and cultural education.
- A welcoming, happy and caring environment, where both pupils and staff enjoy coming to school.

St Margaret Mary's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to relevant pre-employment checks - 2 satisfactory references, verification of qualifications and eligibility to work in the UK as set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

- ***Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.***
- ***By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance.***

Only completed Catholic Education Service (CES) applications will be considered. The application pack is available on the school website alongside notes to applicants and application forms  
<https://www.stmargaretmarysinfant.com/information/vacancies>

All completed applications to be submitted electronically to [Recruitment.DCCS@knowsley.gov.uk](mailto:Recruitment.DCCS@knowsley.gov.uk)

We reserve the right to close vacancies early if we receive sufficient applications for the roles. Therefore, if you are interested, please submit your application as early as possible.

Visits to our school are warmly welcomed. Please telephone the school office on 0151 477 8815 to arrange an appointment.

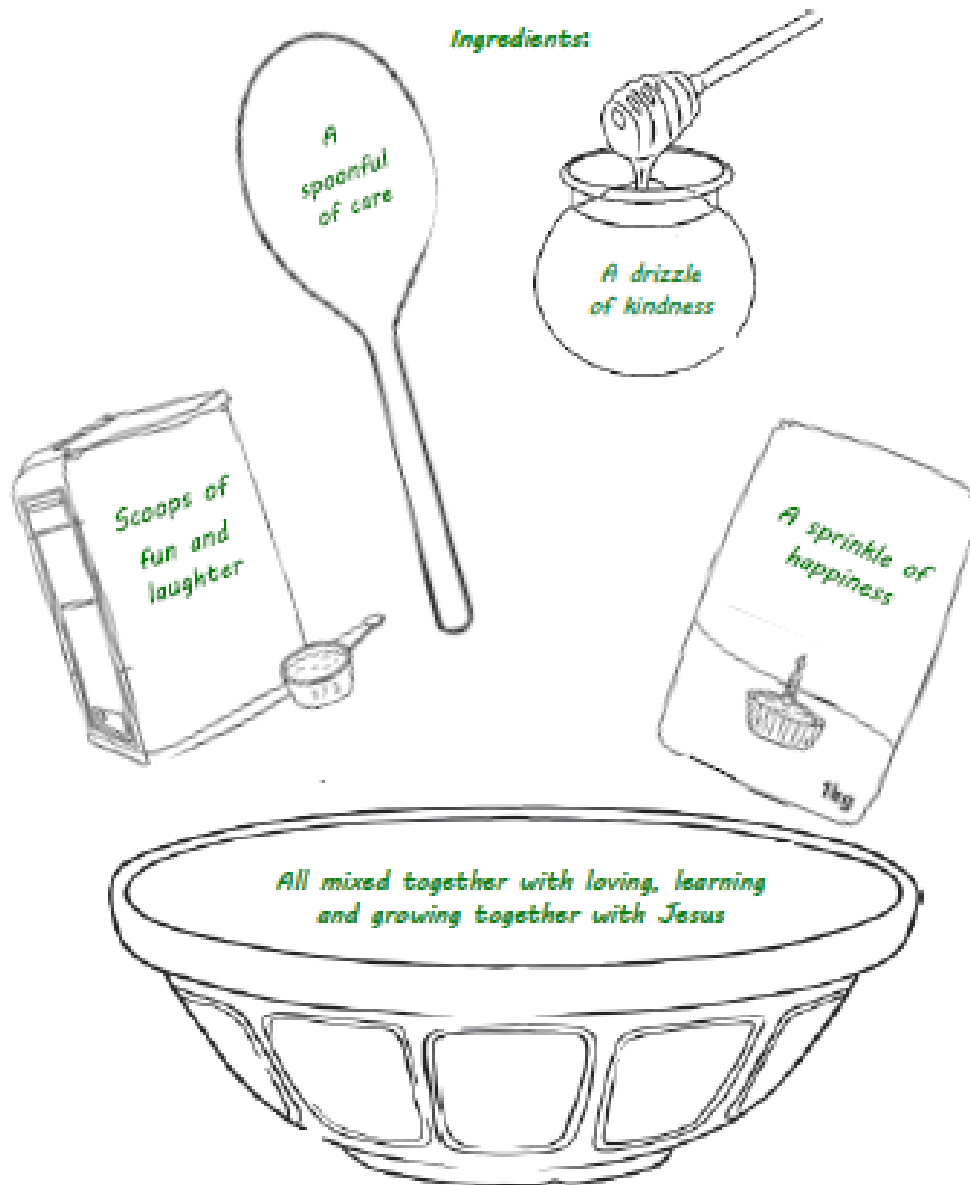
**Closing date:** Monday, 03 June 2024 at 12 noon

**Shortlisting date:** Monday, 10 June 2024

**Interview Dates:** Wednesday, 19 & Thursday, 20 June 2024

*The perfect recipe for a new headteacher*

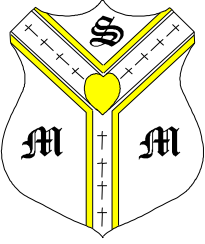
*Ingredients:*



*We hope our new headteacher will give us certificates and stickers for working hard, trying our best and managing our feelings-*

*We want someone who doesn't shout at us even if we make the wrong choice, we want them to help us learn to make the right choice-*

*School Council*



# ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

*Loving, Learning, Growing together with Jesus*

**Chair of Governors: Miss Clare Ferguson**

Pilch Lane, Liverpool, L14 0JG

Telephone: 0151-477 8815

Email: [stmargaretmary@knowsley.gov.uk](mailto:stmargaretmary@knowsley.gov.uk)

On behalf of the Governing Board of St Margaret Mary's Catholic Infant School, thank you for your interest in the position of Head Teacher, and for requesting an application pack.

The Governing Board are seeking to appoint an inspirational leader, who believes in our school's ethos, values and vision. The successful candidate must be able to embrace our current good practice as well as develop fresh innovative ideas to continue our drive forward to continually improve our school, leading by example to our strong existing and highly talented team.

Applicants should be highly motivated, energetic, positive, who is not only capable of preserving our Catholic ethos, but has the passion, commitment and most of all vision to build on our strengths and move our whole school family forward. We are looking for an individual who is empathetic and compassionate, as well as being resilient and inspiring, dedicated to ensuring all our pupils have the very best nurturing and education journey, while in our care.

Our school is very much a family, where Jesus is at the centre of all we do, following our school mission statement, where everyone is regarded equally and treated with love and respect.

We are passionate about our school and its continued journey to improve on what is already a welcoming, nurturing and inclusive setting, and are looking for an inspirational leader to take our school from good to outstanding. Our school is a dynamic place of learning where all our children are supported and encouraged to reach their full potential and become life-long learners as well as confident individuals.

We take immense pride in our school, which provides a happy and healthy learning environment allowing the children in our care to thrive and develop respect for themselves and others, using all their gifts and talents, whilst growing in self-confidence. We work closely with our junior school as well as our Parish, Diocesan links and wider community.

Our school has a strong culture of professional development, offering opportunities for staff to continually enhance their skills and expand their knowledge, and as a proactive Governing Board, we are here to both support and challenge for the good of every child in our care, their families and our staff.

We would positively encourage and welcome you to visit our wonderful school, so you can feel the calm and loving family atmosphere and see for yourself what a special place this is. To arrange your visit, please contact the school directly to liaise a convenient date and time.

We very much look forward to meeting you.

Clare Ferguson  
Chair of Governors



Archdiocese of  
**Liverpool**



## Job Description

Headteacher  
St Margaret Mary's Infants

### Introduction

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 Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020).

(N.B. Other specific tasks e.g. designated safeguarding officer should be added here as required).

The board and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's<sup>1</sup> work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, 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 Archdiocese of Liverpool. **Therefore, the post of headteacher must be filled by a practising Catholic<sup>2</sup> who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**

## Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes<sup>3</sup> and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God<sup>4</sup> and at all times observe proper boundaries appropriate to their professional position.

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<sup>1</sup> The term school refers to both voluntary aided schools and academies

<sup>2</sup> See *Diocesan Briefing Note On Practising Catholic*

<sup>3</sup> The Gospel of Matthew 5:3-12

<sup>4</sup> The Book of Genesis 1:26-27



- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue<sup>5</sup> and the Church's Social Teaching<sup>6</sup>.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

## Section 2: Headteacher's Standards

### 1. School Culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils **and staff** experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education<sup>7</sup> and which prepare pupils from all backgrounds for their next phase of education and life

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<sup>5</sup> *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

<sup>6</sup> *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

<sup>7</sup> The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

- promote positive and respectful relationships across the school **and Parish** community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

## 2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.<sup>8</sup>
- ensure effective use is made of formative assessment

## 3. Curriculum and Assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

## 4. Behaviours

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour

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<sup>8</sup> The Gospel of John 10:10

- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

## 5. Additional and Special Educational Needs and Disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic social teaching<sup>9</sup>
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

## 6. Professional Development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## 7. Organisation Management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education

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<sup>9</sup> The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous School Improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## 9. Working in Partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## 10. Governance and Accountability

Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

*Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church*



# Archdiocese of Liverpool



## Person Specification

Headteacher

St Margaret Mary's Infants

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate.	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of executive headteacher	A
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/organisations/ agencies	A/I/CC
	E12	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
School Leadership and Management Experience	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R

	E15	To have successful experience as an effective deputy headteacher, assistant headteacher or head of school	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R
Experience and Knowledge of Teaching	E21	Secure understanding of the requirements of the Religious Education Directory and the National Curriculum	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment.	A/I
	E23	Experience of teaching in either Early Years , Key Stage 1 or Key Stage 2.	
Professional Attributes	E24	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
Application Form and Supporting Statement	E25	The form must be fully completed and legible	A
	E26	The supporting statement should be clear, concise (within the required word count) and related to the specific post.	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in a parish community	A/I
Teaching Experience	D2	Teaching experience in Early Years and/or Key Stage 1	A/I
Qualifications	D3	Recent experience in a Catholic school	A/I
	D4	Postgraduate level qualification	A/CC
	D5	National Professional Qualification for Headship (NPQH)	A/CC A/CC
	D6	Successful completion of Diocesan leadership programme	A/I
	D7	Understanding of budget planning, staff deployment and effective use of resources	

### Key - Stage Identified

A	Application Form
I	Interview
R	References
CC	Checking Certificates