



**Headteacher : Deacon T Pereira** BA (Hons), QTS  
**Deputy Headteacher: Mrs E Dhak** BA (Hons), QTS

**St. Anselm's Catholic Primary School**  
Church Avenue,  
Southall, Middlesex, UB2 4BH  
Tel: 020 8574 3906  
Email: [office@st-anselms.ealing.sch.uk](mailto:office@st-anselms.ealing.sch.uk)  
[www.stanselmscatholicprimaryschool.co.uk](http://www.stanselmscatholicprimaryschool.co.uk)

December 2022

Dear Prospective Candidate

On behalf of the Governors, I thank you for your interest in our Headteacher position at St Anselm's Catholic Primary School.

We are a small school in the heart of Southall with 210 pupils currently on roll, plus an attached Nursey Class. We serve a very diverse multicultural community with many pupils who have English as an additional language. The school has a strong link with the local parish and the Catholic ethos is evident in every area of the life of the school.



We have a truly dedicated and experienced staff who have high expectations for all pupils to reach their full potential and leave the school with confidence. All adults work as part of a team, which is an essential part of St Anselm's development and growth model. Our pupils have a real thirst for learning and enjoy all areas of school life. They are proud of their school. Governors are experienced and supportive of the school and parents appreciate the hard work and dedication of both Staff and Governors.

We are looking for a strong leader who can continue the growth of the school as a friendly vibrant and exciting place for all pupils. As a Headteacher, you will need to continue to develop the strong links with parents who need to be nurtured with empathy and compassion. The school has strong links with the Ealing Catholic Deanery; the local Southall Quadrant; the Diocese of Westminster and Ealing Local Authority.





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We feel that visiting the school is essential so that you can experience the warmth of our whole school community and understand our ethos and what we can offer you. Please contact Mrs Susie Debono 020 8574 3906 or [sdebono@st-anselms.ealing.sch.uk](mailto:sdebono@st-anselms.ealing.sch.uk) to arrange a school visit where you will be shown around by a member of the Governing Body.

The school has a large carpark, and is easily accessible by road routes and public transport.

Thank you again for your interest in the post, and we really look forward to welcoming your visit to the school and receiving your application.

Yours faithfully

Mrs Gill Wickham  
Chair of Governors





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## **St Anselm's Catholic Primary School – Headteacher – Job Description**

### **Key Areas of Responsibility**

- 1 Catholic Purpose and Identity of the School
- 2 Leadership in Catholic Education
- 3 Strategic Leadership
- 4 Developing Self and Working with Others
- 5 Educational Excellence
- 6 Safeguarding
- 7 Managing the Organisation
- 8 Strengthening Community

#### **1. Catholic Purpose and Identity of the School**

##### **Key Area of Responsibility:**

He or she 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, local community, other schools, the LA and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

#### **2. Leadership in Catholic Education**

##### **Key Area of Responsibility:**

Each Catholic Headteacher has responsibility to develop his or her understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection. 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. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils.

#### **3. Strategic Leadership**

##### **Key Area of Responsibility:**

The Headteacher must:

- a) Understand and communicate the mission of the Catholic school and promote Gospel values in policy, practice and relationships and ensure that the Religious Education programme is given full regard both in terms of classroom religious education and in the whole Catholic life of the school.
- b) Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- c) Be aware of their own strengths, weaknesses and areas for their own professional development and how their leadership behaviours impact on others so that they can maximise their impact as a leader.
- d) Have a focus on improvement, setting tough objectives and take on challenges in order to achieve and be accountable for high performance throughout the school.



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- e) Demonstrate resilience and emotional maturity when faced with the demands of the job, especially when faced with adversity and setbacks, so that they do not lose sight of their personal and organisational values.
- f) Draw upon their experience in education and their own lives to make sense of issues as they occur and to create strategic solutions and be able to explain them to others.
- g) Recognise opportunities and implement change so that the school continues to improve in both the short and in the long term and have the ability to bring about such change with the minimum of disruption.
- h) Inspire and influence pupils, colleagues, governors and the community, articulating a compelling vision to create an energising learning environment for all and to be able to modify their approach to create the desired impact and outcomes.

#### **4. Developing Self and Working with Others** **Key Area of Responsibility:**

This requires the Headteacher:

- a) To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- b) To nurture a strong sense of wellbeing amongst pupils and staff.
- c) To build a collaborative learning culture within the school and actively engage with other schools especially other Catholic institutions to build effective learning communities.
- d) To develop and maintain effective strategies and procedures for staff induction, professional development and performance review in the context of the Catholic school.
- e) To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- f) To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- g) To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- h) To regularly review own practice, set personal targets and take responsibility for own personal development.
- i) To manage own workload and that of others to allow an appropriate work/life balance.

#### **5. Educational Excellence** **Key Area of Responsibility:**

This requires the Headteacher:

- a. To develop their vision in the light of Gospel values and the teachings of the Catholic Church so as to identify the priorities which lead to improvements in teaching and learning, leading in turn to improved outcomes for all pupils.
- b. To demonstrate high expectation for every pupil within an inclusive caring and loving environment.
- c. To determine and organise the curriculum so there are real, relevant and planned opportunities to embed purposeful links and connections with religious education, collective worship, liturgy, prayer and provision for pupils' spiritual, moral, social and cultural development.





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- d. To be able, as the leading professional in the school, to identify excellence in teaching and be able to demonstrate how teaching can be improved and sustained so that learning and achievement for all pupils is maximised.
- e. To ensure strategies for inclusion, diversity and access to a diverse, flexible and relevant curriculum that are based on our equality as children of God, which compels us to care for the well-being of one another, including those with Special Educational Needs, with English as an additional language and more able pupils, drawing on the Gospel values of truth, justice, tolerance and service.
- f. To have a passion for learning and to communicate this to others so establishing a climate of learning and teaching throughout the school and ensuring that every pupil has the opportunity to discover and develop their individual talents.
- g. To implement strategies which secure high standards of behaviour and attendance
- h. To recognise the need to build partnerships locally, regionally and nationally in order to achieve goals raise standards and improve the education system.
- i. To be aware of their impact on the governing body, local parishes and the local community and to use this influence wisely to improve outcomes in the school.
- j. To promote the notion of 'vocation' in your work, articulating and demonstrating your headship as a calling to do God's work.

## 6. Safeguarding

The Headteacher is required to act as the designated safeguarding lead in accordance with Statutory Guidance.

This requires the Headteacher:

- a) To be responsible for the welfare, health and wellbeing of all children and young people in the school.
- b) To create a vigilant organisational culture which monitors and prioritises the safeguarding of children and young people above all else.
- c) To cooperate and collaborate with relevant agencies in establishing and maintaining rigorous systems to protect all children and young people in our care.

## 7. Managing the Organisation

### Key Area of Responsibility:

This requires the Headteacher:

- a) To work with the chair of governors to enable the governing body to meet its responsibilities in relation to specific requirements of governance in a Catholic school in terms of the trust deed, admissions, personnel and financial matters.
- b) To monitor, evaluate and review the work of the school to determine its effectiveness as a Catholic school.
- c) To deploy the resources available to ensure the school's goals are achieved and to ensure that the systems and processes used to achieve this are subject to regular review and evaluation.
- d) To take responsibility for the school's performance and present that performance in a form appropriate to a range of audiences, including governors, the Diocese of Westminster Education Service, the LA, the local community, OFSTED and others, to enable them to play their part effectively.
- e) To effectively analyse and use data and break down problems and challenges in a systematic way in order to provide clear direction and management.



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- f) To be able to make interventions where needed and hold others to account in order that expectations are met and school improvement is sustained.
- g) To demonstrate a genuine commitment to developing others in a way that helps them achieve their potential and motivates them to perform at their best.

## 8. **Strengthening Community** **Key Area of Responsibility:**

This requires the Headteacher:

- a) To build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
- b) 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.
- c) To create and promote positive strategies for challenging prejudice and dealing with harassment.
- d) To ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good.
- e) To ensure a range of community-based learning experiences.
- f) To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- g) To create and maintain an effective partnership with parents and carers as the prime educators to support and improve pupils' achievement and personal development.
- h) To seek opportunities to invite parents and carers, the parish community, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- i) To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.



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## **St Anselm's Catholic Primary School – Headteacher - Person Specification**

### **Faith Commitment**

A practising and committed Catholic.  
Secure understanding of the distinctive nature of a Catholic School.  
Understanding of the school's role in the parish and wider community and in promoting community cohesion.

### **Qualifications**

Qualified Teacher Status.  
Hold the Catholic Certificate in Religious Studies or equivalent (CCRS)  
National Professional Qualification for Headteachers (NPQH) - desirable.  
Evidence of recent and relevant CPD relating to school leadership and management; curriculum; teaching and learning.

### **Knowledge and Experience**

Successful experience as an Acting Headteacher, Deputy Headteacher or substantial and effective leadership and management experience at senior level in Catholic primary education. (application)  
A sound understanding of the Catholic curriculum and an awareness of the requirements of the RE Curriculum Directory.  
Experience in leading high-quality Acts of Worship (interview)  
A secure understanding of the requirements of the National Curriculum and Early Years development  
Substantial and proven primary teaching experience across more than one key stage (Application)  
Knowledge and experience of a range of teaching, learning and assessment strategies that meet the needs of all pupils' including those with special educational needs and other vulnerable pupils (Application)  
Experience of working with governing bodies, the local authority and other agencies to implement improvements and maintain the smooth running of the school  
Experience, working knowledge and involvement in Ofsted and Diocesan inspections

### **Strategic Leadership**

Ability to articulate and share a vision of primary education within the context of the particular mission of St Anselm's Catholic Primary School (Interview)  
Ability to create and implement a strategic school development plan based on effective self-evaluation which identifies priorities and targets, ensuring that all pupils are included, and attain high standards and make exceptional progress (Application)  
Understand the characteristics of an effective learning environment and the key elements of successful behaviour management (Application)  
Ability to inspire and motivate staff pupils, parents and governors to achieve the aims of Catholic education (Application)  
Evidence of implementing successful strategies which have had a positive impact increasing teacher effectiveness and pupil achievement (Application)  
Ability to analyse data develop strategic plans, set targets and monitor and evaluate progress towards these (Application)  
Ability to provide inspirational and aspirational leadership with a 'can do' attitude, generating high expectations and standards



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## Managing the Organisation

Ability to provide objective support and advice to the Governing Body, to enable it to meet its responsibilities  
Understanding of effective budget planning and resource deployment  
Ability to prioritise, evaluate and manage financial and human resources  
Ability to communicate effectively orally and in writing to a range of audiences, e.g. staff, pupils, parents, governors  
Ensures that safeguarding is of paramount importance in the school and promotes the well-being of all pupils  
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children (Application)  
Ensures that school systems promote health and safety for all staff and pupils

## Personal qualities, skills and abilities

Ability to lead by example, with integrity, creativity, resilience and charity  
Ability to provide clear direction enthuse and motivate others to realise improvement and excellence (Application)  
Ability to organise work, prioritise tasks, make decisions and manage time effectively  
Ability to remain positive and enthusiastic when working under pressure  
Approachable, enjoy being highly visible to children, parents and the school community  
A willingness to create a climate that embraces and encourages a warm and positive dialogue with parents, carers and the school community.

## Professional Skills and Understanding

Ability to recognise and value parents/carers as the primary educators of their children and actively seek ways to engage them in their children's learning  
Ability to build effective relationships with a variety of people; staff, pupils, parents/carers, governors, parish diocese and the wider local community  
Ability to identify own learning needs and to support others in identifying their learning needs  
Ability to delegate work and effectively support colleagues in undertaking responsibilities  
Ability to guide and motivate staff to carry out their respective duties to the highest standard through continuing professional development and performance management  
Ability to maintain an environment where all members of the school community actively demonstrate their care and concern for everyone paying particular attention to vulnerable learners and hard to reach families (Application)





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**Application Procedures**

Your application should relate specifically to the person specification.

It is essential that your supporting statement does not exceed 1300 words as recommended by the Catholic Education Service.

The school will only accept the Catholic Education Services Application Form.

Please note the closing date for applications is **Monday 16<sup>th</sup> January 2023 at 9am**

Shortlisting will take place on the afternoon of Monday 16<sup>th</sup> January 2023 and interviews will take place in school on **Tuesday 24<sup>th</sup> January 2023**. References will be taken up immediately after shortlisting.

Candidates are asked to ensure that their referees are advised of this.

Completed application forms should be submitted to the Chair of Governors, c/o the SBM Mrs S Debono via email, marked for the attention of the Chair of Governors. Completed application forms should be returned to Mrs Susie Debono: [sdebono@st-anselms.ealing.sch.uk](mailto:sdebono@st-anselms.ealing.sch.uk)

**Safeguarding**

St Anselm's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check. Further information can be found at: <https://www.gov.uk/government/collections/dbs-checking-serviceguidance-2>.

References will be taken up for all shortlisted candidates prior to interview and the successful candidate will be required to sign a Catholic Education Service (CES) contract

The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.