



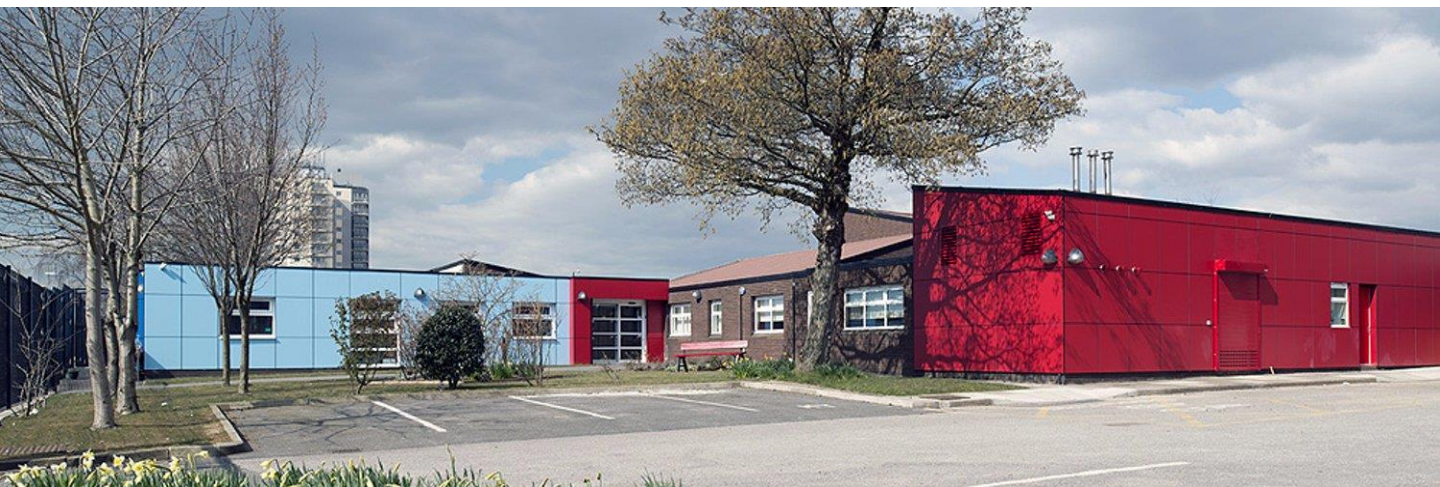
Candidate Information Pack

For The Role Of:

Headteacher

Closing Date For Applications:

1st March 2022 at 9am





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ABOUT OUR SCHOOL



Our dedicated staff are highly ambitious for our children to **'Learn today, aspire for life'**.

At Cathcart Street Primary School, the well-being of children is at the heart of what we do, and our aim is ***'to develop happy, confident and safe children'***.

This means we focus on ensuring pupils are safe, healthy, achieving, nurtured, responsible, respected and included.

We work hard to foster positive relationships and behaviour in a calm and caring environment, in order for our children to achieve their potential and live safe, healthy and fulfilled lives.

Our high aspirations for our children is reflected in our mantra: ***'Learn today, aspire for life'***.

And our mantra is underpinned by our **Cathcart Values for Life**:

- ✓ **Learning** to be **tolerant** and **responsible**;
- ✓ **Including all**;
- ✓ **Friendly, fair** and **respectful**;
- ✓ **Engaged** and **resilient** learners.



WELCOME FROM OUR CHAIR



Dear Candidate,

I am delighted that you are interested in joining Cathcart Street Primary School as our **Headteacher**

I hope that this information pack gives you a flavour of this role and our wonderful School Community.

It gives me great pleasure to welcome you to Cathcart Street Primary School. We are a caring, inclusive and happy school set in the heart of Birkenhead, with one class per year group from Early Years provision, which starts at age 2, through to Year 6.

There is strong commitment from our highly dedicated and supportive staff to provide the very best education within a supportive and caring environment. Everyone is treated with respect and kindness, with each child being encouraged to engage fully in all aspects of school life. We have excellent relationships with our families who we know very well and see education as a partnership between home and school.

We are highly ambitious for all our children, reflected in our mantra:
'Learn today, aspire for life'.

To support this, we have invested in the best learning environment and resources to support the children. Our high standards and expectations for behaviour and learning means that our school is calm and welcoming. Children do their utmost to be the best that they can be, and we are very proud of the children leaving us with the skills and academic achievement to live fulfilled, safe and happy lives.

If you are an experienced leader who is considering applying to Cathcart Street Primary for this important role, I warmly encourage you to visit our school so that you can experience for yourself the positive learning atmosphere that our pupils and staff excel within. Please email me at **juliemerry@cathcartstreet.wirral.sch.uk** to arrange a visit.

With Warm Regards,

A handwritten signature in cursive script that reads 'Julie Merry'.

Mrs Julie Merry
Chair of Governors
Cathcart Street Primary School

ROLE OVERVIEW & APPLICATION PROCESS



Closing Date For Applications: 01.03.22 at 9am

Salary Band: L15 – L21

Contract Type: Permanent

Role Overview:

Cathcart Street Primary School is located in the heart of the historical maritime area of Birkenhead. We serve a diverse community and aim to provide excellent education attainment for all our children, ensuring each child has the opportunity to reach their full potential. Our school is a calm and quiet environment where we offer a broad spectrum of learning opportunities.

We are looking for a dynamic person to join our school in the role of Headteacher. This position may suit an experienced Deputy Headteacher looking to further develop their skills and the successful applicant will be able to demonstrate the following –

- Recent experience of working successfully as a senior leader within the school environment. Evidence of that success should be included in any application.
- Have excellent leadership skills and the ability to inspire and motivate staff.
- Understand the education system and national policy.
- Possess ambition to drive forward new ideas, ensuring the focus is on the quality of learning and teaching. Evidence of previous successful projects would be expected.
- Have experience of, and excellent understanding with regards to safeguarding.
- To work with the wider strategic partners, including the local authority, National health Service and others who they can forge partnerships with.
- Identify their own knowledge requirements, and that of staff, to improve the teaching experience of all at Cathcart Street Primary School.
- Have excellent communication skills which will allow 'leading by example' and develop inspiring leaders within the school.
- Be resilient, creative and positively motivate staff and pupils.
- Promote an open/approachable ethos in the school environment to encourage everyone to be open and honest.

Application Process:

Application forms can be downloaded from the [school website](#) or contact **0151-647-7349**. Please email completed application forms to juliemerry@cathcartstreet.wirral.sch.uk or by post to the school address marked private & confidential, FAO Julie Merry, Chair of Governors.

The School does not accept CVs.

Shortlisted candidates will be informed of the schedule for the interview process and what they need to prepare for the interview.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous pre-employment recruitment checks, references and a satisfactory enhanced DBS check.

PERSON SPECIFICATION



Person Specification – Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • BA/BSc Hons Degree (or equivalent) • Qualified Teacher Status • NPQH or further professional qualification 	<ul style="list-style-type: none"> • Evidence of continuous professional development • Evidence of professional and managerial development 	Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> • Successful teaching experience in the primary age range. • Senior leadership experience as an Assistant Headteacher, Deputy Headteacher or Headteacher • Substantial knowledge and understanding of learning and teaching at KS1, KS2 and EYFS. • Leadership of an area of responsibility for raising standards across the whole school • Evidence of experience of strategic planning, whole school development and review. • Evidence of curriculum design and development, curriculum monitoring and pupil progress monitoring systems • Experience of developing, implementing and monitoring safeguarding policies and practices • Demonstrate track record of involving parents/ carers, children and the local community • Experience of working with young people who are vulnerable/ in circumstances of challenge 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • More than 3 years experience in school leadership • Experience of successful OFSTED reviews • Demonstrate experience of dealing with staff evaluation and underperformance • Evidence of team building 	Contents of Application Form Interview Professional References

PERSON SPECIFICATION (Cont.)



Person Specification – Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge	<ul style="list-style-type: none"> • Knowledge of OFSTED framework • Knowledge of current safeguarding child protection procedures (inc KCSIE) • Financial management and budgeting • Knowledge of HR procedures • Clear understanding of the teaching of reading and phonics • Detailed knowledge of the National Curriculum and approaches within SEND • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Have a strong and fundamental knowledge of pupil progress • Knowledge and understanding of staff wellbeing • Knowledge and understanding of how to lead and improve Personal Development • Knowledge and understanding of the improvement of Behaviour, Attitudes and Attendance 	<ul style="list-style-type: none"> • An understanding of how deprivation can impact children's outcomes • Detailed knowledge of SEND • Knowledge of how to structure and write a School development Plan and SEF • Knowledge and understanding of Performance Management and whole staff development 	Contents of the Application Form. Interview Professional references

PERSON SPECIFICATION (Cont.)



Person Specification – Headteacher <div> Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. </div>			
	Essential <div> These are qualities without which the applicant could not be appointed </div>	Desirable <div> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria </div>	Method of Assessment
Skills	<ul style="list-style-type: none"> • Demonstrate outstanding practice. • Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement. • Inspire, challenge, motivate and empower others to carry the vision forward. • Lead and manage people to work towards common goals. • Ability to investigate, resolve problems and make decisions. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child’s education. • Ability to build a positive relationships with the local community and all stakeholders 	<ul style="list-style-type: none"> • Initiator and Innovator • Ability to market and promote the school 	Contents of the Application Form. Interview Professional references

PERSON SPECIFICATION (Cont.)



Person Specification – Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills (Cont)	<ul style="list-style-type: none"> • Expecting and facilitating all children to reach their potential irrespective of social background. • Ability to promote positive Behaviour and Attitudes • To have a commitment to a high level of pastoral care. • Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines. 		Contents of the Application Form. Interview Professional references
Personal Attributes	<ul style="list-style-type: none"> • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges. • Energy and enthusiasm. • Confidence and excellent inter-personal skills. • Loyalty and confidentiality. • Committed to continuing professional development for self and others. • Resilience, an even temperament and a sense of humour! 	<ul style="list-style-type: none"> • Specialist interest or hobby relevant to children and young people e.g. sport player, yoga coach, chess player, musician 	Contents of the Application Form Interview Professional References

JOB DESCRIPTION



Job Description– Headteacher

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategy

Line Management Responsibility To:

Governing Body

Line Management for:

All Staff

Main Duties & Responsibilities:

A Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing and improving an already thriving school
- Consult staff, pupils, parents and governors to create a strategic plan (the school Development Plan – SDP). Manage the implementation of the SDP and monitor its impact.
- Advise the governing body on the formulation of its policies and their implementation, and attend meetings of the governing body and its committees as requested.

Teaching and Learning

The Headteacher will assist the Governing Body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- Monitoring and evaluating the curriculum for both quality and value for money
- Promoting the effective management of pupil behaviour and ensure a sense of calmness through the effective management of pupil behaviour
- Demanding 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
- Securing 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
- Establishing 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.

JOB DESCRIPTION (Cont.)



Duties & Responsibilities (Cont.):

Leading and Managing Staff

The Headteacher will:

- Promote the school's ethos and create and maintain good working relationships among all members of the school community
- Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document
- Liaise with representatives of teacher organisations
- Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- 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
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

Efficient and Effective Use of Staff and Resources

The Headteacher will:

- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- 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

JOB DESCRIPTION (Cont.)



Duties & Responsibilities (Cont.):

Accountability

The Headteacher will:

- Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance - recognising that the Governing Body is accountable for the success of the school
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the schools' sustainability
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- To be the designated Safeguarding lead and be accountable for all elements of this role

Professional Development

The Headteacher will:

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.





Cathcart Street Primary School
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