

# OUR LADY AND ST. EDWARD'S CATHOLIC PRIMARY SCHOOL



"Hand in hand  
we **learn** and  
**together** we **achieve**"

Our Lady & St Edward's Catholic Primary School



## HEADTEACHER RECRUITMENT PACK

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<https://www.ourlady-saintedwards.co.uk/page/vacancies/46014>

# OUR LADY AND ST. EDWARD'S CATHOLIC PRIMARY SCHOOL

"Hand in hand  
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**For September 2024 (negotiable)**

**Group 3 School**

**ISR: L18 – 24**

**NOR: 486**

## **Headteacher Post**

**Due to the retirement of our highly respected and much loved headteacher, there is an opportunity for an inspirational, resilient and dedicated Catholic leader to be the next headteacher of Our Lady and St. Edward's Catholic Primary School.**

**Our new headteacher will:**

- Be a practising Catholic with a strong commitment to Catholic education and continuing to develop the Catholic life and ethos of our school
- Have significant, recent and successful senior leadership experience in a primary school with a strong school improvement knowledge and understanding
- Build on our well planned and rich curriculum to provide the best education and experience for our children, with high expectations of attainment and behaviour
- Be an inclusive and collaborative leader who has the ability to continue to motivate and inspire our experienced and dedicated staff
- Continue to promote strong partnerships with parents, governors, our parish and the wider community in North Birkenhead including the Cradle to Career partnership
- Be an enthusiastic, dedicated leader with clear vision and the excellent interpersonal skills to make the vision a reality

**We offer:**

- A highly inclusive, popular and successful school set in heart of the community
- Happy children who love their school and all it offers to them
- A hard working, dedicated and highly skilled staff team
- Continued professional development for the headteacher and all school staff
- An experienced and knowledgeable governing board who are committed to supporting the school effectively

*Pupils and children in the early years arrive at Our Lady and St Edward's Primary School happy and keen to start their day. Staff greet them with a welcoming smile. Pupils and staff have positive relationships with each other.*

*Pupils enjoy their learning and all of the extra opportunities that are on offer. For example, they eagerly told inspectors about their recent work to help those in their local community who are not as fortunate as themselves. Pupils also shared their positive views about the different clubs that they can take part in, including yoga, chess and drama clubs.*

*Ofsted November 2022*

***Our Lady and St. Edward's Catholic Primary School is an Outstanding School in providing Catholic education.***

*'Parents spoke of the little things that make a difference and mentioned examples of how everyone shows genuine care for them and their children.'*

*'Leaders and governors are totally committed to ensuring Christ is at the heart of daily life in the school. Staff feel nurtured and supported by the inspirational senior leaders and therefore they fully embrace the Catholic life and mission.'*

*Denominational Inspection 2023*

Our Lady and St. Edward's Catholic 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. Appointment to this post is subject to relevant pre-employment checks - 3 satisfactory references, including a Faith reference, 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.ourlady-saintedwards.co.uk/page/vacancies/46014>

All completed applications to be submitted electronically to Julie English Julie, Diocese of Shrewsbury on [Julie.English@dioceseofshrewsbury.org](mailto:Julie.English@dioceseofshrewsbury.org)

We reserve the right to close the 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 Therese Harris at the school office on 0151 652 3366 to arrange this.**

**Closing date: Monday, 13 May 2024 at Noon**

**Shortlisting date: Thursday, 16 May 2024**

**Interview Dates: Wednesday 22 and Thursday 23 May 2024**

495 Price Street, Birkenhead, Merseyside, CH41 8DU  
Telephone: 0151-652 3366

# OUR LADY AND ST. EDWARD'S CATHOLIC PRIMARY SCHOOL

*Hand in hand we journey together with Jesus by our side*

**Chair of Governors: Mrs Stella Elliott**

495 Price Street, Birkenhead, Merseyside, CH41 8DU  
Telephone: 0151-652 3366  
Email: [schooloffice@ourlady-saintedwards.wirral.sch.uk](mailto:schooloffice@ourlady-saintedwards.wirral.sch.uk)

On behalf of the Governing Board of Our Lady and St. Edward's Catholic Primary School, thank you for your interest in the position of Headteacher, and for requesting an application pack.

The Governing Board is 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 further improve our school, leading by example to our existing strong 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 aspirational, 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 exceptional 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 Parish, Diocesan links and the wider community.

Our school has a strong culture of professional development, offering opportunities for staff to continuously 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 on a convenient date and time.

We very much look forward to meeting you.

Stella Elliott  
Chair of Governors





DIOCESE OF  
SHREWSBURY



Our Lady  
& St. Edward's  
Catholic Primary School

## Headteacher Job Description

### Catholic Voluntary Aided Schools

#### Our Lady and St. Edward's Catholic Primary School

##### 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 Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practicing 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 made by the governing body of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The governing body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

**The governing body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.**

## **A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to provide professional leadership and management of 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 all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

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 organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher plays a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

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. The Headteacher Standards 2020

### 1.Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure 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.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

#### *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 and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
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, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.



## **2. Curriculum and Teaching**

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. 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.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

*In accordance 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 for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. 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 and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
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. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

### 3. Organisational effectiveness

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. 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. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

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. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

*In accordance with the school's Catholic ethos, the Headteacher will:*

1. 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 within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education *and RSHE* are fulfilled.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. 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.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.

6. 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.

*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, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. 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.
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. 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. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, 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 especially within a Catholic context.

*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 current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.*

## Person Specification/Selection Criteria for Headteacher at Our Lady and St. Edward's Catholic School

*The school's 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 Diocese of Shrewsbury. 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.*

*Our Lady and St. Edward's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

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

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: **Candidates failing to meet any of the essential criteria will automatically be excluded**

### [A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	E		A/I
7.	Has completed the Catholic Leadership Programme or other approved Catholic leadership training, or has a commitment to do so		D	A/I/CC

**[B] Qualifications**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
8.	Qualified teacher status	<b>E</b>		A/CC
9.	Degree	<b>E</b>		A/CC
10.	CCRS/CTC or a commitment to obtain the certificate		<b>D</b>	A/CC/I

**[C] Professional Development**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
11.	Evidence of appropriate professional development for the role of headteacher	<b>E</b>		A
12.	Evidence of recent leadership and management professional development	<b>E</b>		A
13.	Up to date safeguarding training and knowledge of legislation for the protection of young people	<b>E</b>		A/I/CC
14.	Has successfully undertaken Designated Safeguarding Lead training		<b>D</b>	A/I/CC
15.	Has successfully completed approved Safer Recruitment Training or has a commitment to do so within 12 months	<b>E</b>		A/I/CC

**[D] School leadership and management experience**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
16.	Recent successful leadership as a headteacher		<b>D</b>	A/I/R
17.	Recent successful leadership as a deputy headteacher or assistant headteacher	<b>E</b>		A/I/R
18.	Evidence of successfully leading school improvement	<b>E</b>		A/I/R
19.	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	<b>E</b>		A/I/R
20.	Experience of curriculum leadership and development	<b>E</b>		A/I/R
21.	Experience of working constructively with parents	<b>E</b>		
22.	Experience of monitoring staff performance	<b>E</b>		A/I/R
23.	Experience of effective budget management and financial analysis		<b>D</b>	A/I/R
24.	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	<b>E</b>		A/I/R

		Essential	Desirable	Source
25.	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E		A/I/R
26.	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
27.	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

#### **[E] Experience and knowledge of teaching**

		Essential	Desirable	Source
28.	Experience of teaching in a Catholic school	E		A
29.	Successful teaching of pupils/students in the primary/secondary phase	E		A/I/R
30.	Experience of teaching in more than one school		D	A/I/R
31.	To have a working and current knowledge and understanding of the Key Stages in the primary/secondary phase	E		A/I/R
32.	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
33.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
34.	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
35.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

#### **[F] Professional Attributes**

		Essential	Desirable	Source
36.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met		D	A/I/R
37.	Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A/I/R
38.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I



39.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
40.	Show a good commitment to sustained attendance at work	E		A/I/R

### **[G] Professional Skills**

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

***Candidates are therefore asked to structure their supporting statement under the above headings***

### **[H] Personal Qualities**

**All of the following are considered essential for the post and will be assessed through interview and reference:**

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

### **[I] Confidential References and Reports**

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

### [J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
  - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
  - your present post – school, areas of responsibility
  - the post to which you are applying – name of school, post, etc

If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

### [K] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above***.

***The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.***