St Mary & St Paul's CE Primary School

Dear Applicant,

On behalf of the governing body, thank you for the interest you have shown in the post of Headteacher and Accounting Officer at St Mary and St Paul's CofE Primary School. We believe this is an exciting opportunity for someone to work not only with the school children, but also with the church and the local community.

Our school sits at the heart of the community—not only physically, but emotionally—with both children and parents feeling it is a safe environment in which to be educated, to express difficulties and concerns, and where support and love are always offered.

We are very proud of the recent OFSTED inspection, which took place in February 2023, with the school being awarded *Good*. The written report is now published, and in both the written report and the verbal feedback received, the school was described as "a happy place where children learn well because they feel safe and loved."

The school is unique in the area as it offers SCITT provision, of which we are extremely proud. The attainment and achievement rates, along with the quality of the training we provide, continue to be a significant strength.

We believe the Stepping Stones provision enables all children at the school to achieve their full potential whilst being taught in a familiar locality and alongside their family and friends.

The person specification provides a comprehensive list of the qualities we are looking for but, in essence, we seek strong leadership from an emotionally intelligent Headteacher with the ability to build effective relationships across our school, the community, and the church. You will need to be able to challenge positively, provide effective support and guidance, and build on the current successes of the school to continue offering excellent education for pupils and support for the local community.

We would like to welcome you for a tour of the school on **24th March 2026**, which can be booked through the School Business Manager, Gemma Baxendale, on 0151 426 6869, allowing you to experience the unique atmosphere.

If you feel you have the experience, strategic vision, and qualities we are looking for, we would be delighted to hear from you.

Thank you once again, and we look forward to receiving your application.

Yours sincerely,

Norma Garvey
Chair of Governors, St Mary and St Paul's CofE Primary School

St. Mary & St. Paul's C.E. Primary School
Bryer Road, Prescot, L35 5DN
Tel: 0151 426 6869
Website: www.stmaryandstpauls.org.uk
Email: maryandpaul@knowsley.gov.uk

HEADTEACHER
(plus, the responsibility as Accounting Officer for SCITT)

Leadership Grade 17-23
£76,772 - £88,950 per annum

To commence 1st September 2026

The board of Governors are looking to appoint a highly motivated and enthusiastic Headteacher to lead our successful school. We have a strong Christian Ethos that is encapsulated in our vision of 'Life in all its Fullness through Learning and Love'. We are looking to invite applications from professionals who:

- Can lead, inspire and motivate, fully empowering children and staff
- Has proven successful leadership experience across the primary phase at senior management level
- Will further develop and support our distinctively Christian ethos
- Has an understanding of specialist SEND provision
- Knowledge and understanding of ITT so can take on the role of Accounting Officer for the Mersey Boroughs SCITT.
- Can lead teachers in providing a broad and balanced curriculum that caters for all children's needs
- Is a natural communicator able to build on our well-developed partnerships with our children, parents, church and diocese, and the wider community
- Have an understanding of diversity and a commitment to inclusion in all its aspects, putting children at the heart of the learning process

In return we can offer you:

- An exciting opportunity to lead and further develop our successful school
- A Christian ethos integral to school life
- A welcoming atmosphere where every child really does matter
- A dedicated team of hard-working staff
- A role of Accounting Officer for Mersey Boroughs SCITT
- The opportunity to lead our successful Stepping Stones Hub SEND provision.

Our most recent OFSTED inspection was in February 2023, when the school was judged to be 'GOOD'.

Our most recent SIAMS Inspection was completed in February 2026 which was extremely positive and successful it identified that *"The strong Christian vision is the foundation and driven force of school life. Lived out both within and beyond the classroom, it enables pupils and adults to thrive".*

St Mary and St Pauls, Church of England Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

'By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2025'

How to apply

Visits to the school prior to application are warmly invited and positively encouraged. Please contact Gemma Baxendale on 0151 426 6869 to arrange a visit on Tuesday 24th March 2026

Comprehensive recruitment packs are available by visiting the school website at **www.stmaryandstpauls.org.uk**

Please return all completed application forms to **recruitment.DCCS@knowsley.gov.uk**

Closing Date: **Monday 13th April 2026**

Shortlisting: **Wednesday 15th April 2026**

Interviews: **Thursday 23rd April and Friday 24th April 2026**

Diocese of Liverpool

PRESCOT PARISH CHURCH

Dear Applicants,

The school for which you are considering applying for the post of Headteacher is so much more than a school. It is a place of healing and hope for a community in need; it is a place of refuge and strength for the vulnerable and broken-hearted; it is a place rooted in the Gospel and the Good News that Jesus has to offer; it is a place which tells this community a different story: a story of promise, of expectation, of aspiration, and most of all – of love. It reminds people that, through learning and through God's love, life in all its fulness can be a reality. In many ways, this school is church.

The relationship between the school and St Paul's Church, especially, but also the Parish Church, is exceptionally strong – working together to meet the needs, both spiritual and physical, of the families we serve, across the estate and beyond. This is a vision which both church and school are committed to continuing, strengthening and growing over the years to come.

We hold you in our prayers as you discern whether God is calling you to be the next leader of this community, and we pray that you may catch a glimpse of the beauty and the holiness that is St Mary and St Paul's CE Primary School.

With every blessing,

Rev'd Kimberley Mannings

Vicar of Prescot Parish Church and St Paul's

Vicar: Reverend Kimberley Mannings

Email: revkimberleymannings@gmail.com

Phone: 07305922392

ST MARY & ST PAUL'S C.E. PRIMARY SCHOOL

HEADTEACHER
(Plus, the responsibility as the Accounting Officer for SCITT)

Job Description

This job description reflects the **Headteachers' Standards 2020.** These standards are built upon the Teaching Standards 2021 which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocese, the governing body, the staff of the school, its pupils and the parents of its pupils.

HEADTEACHERS' STANDARDS (Statutory)

Part one: Teaching

The Headteacher will:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

Part two: Personal and Professional Conduct

A Headteacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

The Headteacher/teacher will uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

1. Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
2. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
3. Showing tolerance of and respect for the rights of others
4. Not undermining fundamental British values, including democracy, the rules of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
5. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
6. Having proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
7. Having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

HEADTEACHERS STANDARDS 2020 (Non-Statutory)

These standards are categorised into three identified domains, all underpinned by governance and accountability. They outline the broad and holistic nature of the Headteacher role:

Culture and ethos

- school culture
- behaviour
- professional development

Curriculum and teaching

- teaching
- curriculum and assessment
- additional and special educational needs

Organisational effectiveness

- organisational management
- school improvement
- working in partnership

The Headteacher will ensure that the school reflects the Church of England Vision for Education by ensuring it promotes:

1. Educating for Wisdom, Knowledge and Skills
2. Educating for Hope and Aspiration
3. Educating for Community and Living Well Together
4. Educating for Dignity and Respect

1. EDUCATING FOR WISDOM, KNOWLEDGE AND SKILLS

'Good schools foster confidence, delight, discipline in seeking wisdom, knowledge, truth,understanding, know-how, and the skills needed to shape life well.' (CofE 2016:7). Within the Bible as well as Christian and Church culture we see both the value of wisdom seeking and the importance of teaching and learning. We are told as a child Jesus himself 'grew in wisdom.' (Luke 2:52)

In order to ensure this the Headteacher will:

- Hold and articulate clear Christian values and purpose in accordance with the distinctive nature of a church school, focussing on providing 'wisdom, knowledge and truth'.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally including the continuing role of schools with a religious character, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision and distinctive Christian character and values, ably translating local and national policy into the school's context.
- Communicate compellingly the school's Christian vision and drive the strategic leadership, ensuring all have the skills needed to shape life well.
- Inspire and lead the school as a worshipping community, which demonstrates theChristian vision and Christian values in everyday work and practice.
- Regularly review own practice, set personal targets and take responsibility for own personal and spiritual development.
- Act as spiritual leader to staff and pupils.
- Ensure that Religious Education and Collective Worship are central to the life and teaching of the school, and set a high personal example in these aspects.
- Provide for the daily act of Collective Worship demonstrating the tenets of the Anglican tradition, in accordance with the school's Trust Deed in consultation with the Governing Board.
- 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.

- Model entrepreneurial and innovative approaches to school improvement, leadership and governance.

2. Educating for Hope and Aspiration

'Good schools open up horizons of hope and aspiration, and guide pupils into ways of fulfilling them. (Ibid). Demonstrating a belief in the worth of each student demands working with individuals towards them achieving their God-given potential. Hope is built on God's ongoing love and compassion for this world and all within it. 'Faith is the assurance of things hoped for, the conviction of things not yet seen.' (Hebrews 11:1)

In order to ensure this the Headteacher will:

- Build a culture that recognises the worth of each individual whilst encouraging all to stretch themselves spiritually, morally, imaginatively and actively, to aspire to be the best they can be.
- Pay particular attention to supporting the disadvantaged to achieve their God-given potential.
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes, hopes and aspirations.
- Secure excellent teaching through an analytical understanding of the core features of successful classroom practice and curriculum design as well as how pupils learn, leading to rich curriculum opportunities and pupils' well-being that reflect the school's distinctive Christian ethos and values.
- Establish an educational culture that reflects hope and aspiration whereby 'open classrooms' are a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Demonstrate a personal 'reservoir of hope' through perseverance, patience, openness and celebration

3. EDUCATING FOR COMMUNITY AND LIVING WELL

Good schools have a focus on a commitment to relationships and the worth of each other. There is a conviction that we are created and sustained by God for living together in families and communities. Each school is a 'hospitable community that seeks to embody an ethos of living well together.' (Ibid) Pupils and staff should be encouraged to flourish. Living well together stems from the command to 'love your neighbour as you love yourself.' (Luke 10:27)
In order to ensure this the Headteacher will:

- Work cooperatively with pupils, staff, Governors, parents, the church and other members of the community to achieve the school's Christian vision creating a 'hospitable community'.
- Seek opportunities to invite parents/ carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice with schools, working in partnership with others to promote innovation.
- Promote a vision of a Church school witnessing to its Christian values where we see everyone 'flourishing together'.
- Create a community within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other demonstrating the school's Christian values.
- Promote, build and sustain creative partnerships with the Church and Christian communities that fosters the spiritual development of the children.
- Create and promote positive strategies for challenging prejudice and dealing with harassment in a Christian manner.
- Ensure a range of Church and community-based learning experiences including the development or promotion of Christian community.
- Collaborate with Church and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and theirfamilies.
- Ensure that the school's systems, organisation and processes makes our school known for being a 'just

institution'.

- Provide a safe, calm and well-ordered environment, consistent with the School's Christian vision, for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively, paying attention to the school's distinctive Christian character, in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitabledeployment of budgets and resources, in the best interests of pupils' achievements, the development of the whole child spiritually, emotionally and morally, and the school's sustainability.
- Recognise the value of all staff, through distributed leadership, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Recruit members of staff who are able and willing to contribute to the Christian ethos of the school, retaining and deploying them appropriately and managing their workload to achieve the vision and goals of the school.

4. EDUCATING FOR DIGNITY AND RESPECT

Good schools show commitment to the dignity and human worth of each person, rooted in the belief that all are created in the image of God and loved by God. Actions need to demonstrate this belief. In line with Jesus' teaching special attention is to be shown to 'the disadvantaged, excluded, despised and feared.' Each individual should be given opportunities to live 'life in all its' fullness.' 'Ensuring children are kept safe from harm and educated in an environment where all God's children are valued is of highest priority.' (Ibid)

In order to ensure this the Headteacher will:

- Create an outward-facing school which works with other schools andorganisations, in a climate of mutual yet supportive challenge, so that best practice is championed and achievements are secured for all pupils, respecting that all children and staff have different God-given gifts.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils, in particular those disadvantaged pupils.
- Treat people fairly, equitably and with dignity and respect to create and maintain apositive school culture promoting the 'ultimate worth' of each individual and students don't feel ashamed of failure.
- Hold all staff to account for their professional conduct and practice reflecting the school's Christian values.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff which reflects the Christian identity of the school, addressing any under-performance whilst supporting staff to improve and valuing excellent practice.
- Develop strategies that demonstrate the equal worth of those with and without special educational needs and disabilities and resource these appropriately.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff which also promotes and reflects the distinctive nature of Church of England schools.
- Inspire and influence others, within and beyond the school, to believe education can be one of the greatest blessings in young people's lives. In particular to work within the school and Church community to translate the Christian vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates ethical behaviour, and positive relationships and attitudes towardspupils, staff, parents, Governors and members of the local community through modelling the Christian values that underpin the life of the school.

The Headteacher will be required to safeguard and promote the welfare of children and young people and to hold all staff and volunteers accountable to safeguarding regulations.

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 Headteachers.

ACCOUNTING OFFICER
of Mersey Boroughs ITT Partnership

St Mary & St Paul's C of E Primary School runs Mersey Boroughs ITT Partnership, a school centred initial teacher training provider (SCITT). The role of Headteacher includes acting as the Accounting Officer. Our partnership also includes the delivery of SKE (subject Knowledge enhancement), working closely with AAA Eureka online limited.

Responsibilities of the Accounting Officer

The Accounting Officer for a School-Centred Initial Teacher Training (SCITT) provider is a formally appointed, senior individual—the lead school headteacher—responsible for ensuring the proper stewardship of public funds, financial regularity, and compliance with the Department for Education (DfE) requirements. This role holds personal responsibility for the SCITT's financial resources, reporting directly to the governing body.

Core Responsibilities:

Financial Stewardship: Ensuring that funding from the DfE is used solely for the purposes intended.
Regulatory Compliance: Assuring the governing body that the SCITT complies with the Grant Funding Agreement (GFA) and relevant financial regulations.
Governance & Reporting: Advising the board on financial matters, providing timely, robust information, and managing the audit process.
Internal Controls: Establishing and maintaining a framework of financial controls to prevent fraud, loss, or mismanagement, including the segregation of duties.
Strategic Planning: Setting high standards of financial probity and aligning financial planning with the strategic objectives of the SCITT.
Accountability: Overseeing the preparation of annual accounts and signing them off.

Role Requirements:

Status: The role must be held by a single, named individual— the Head teacher of St Mary & St Paul's
Skills: Requires an understanding of financial management, risk management, and public sector governance.
Conflict of Interest: The officer must manage relationships with connected parties to avoid real or perceived conflicts of interest.

Relationship with Other Roles

While the Accounting Officer holds ultimate responsibility, they will work closely with the SBM (School Business manager) and Director of ITT for day-to-day management, reporting, and budget preparation. The Accounting Officer must work closely with the Governing Body and SCITT Executive Committee to ensure the SCITT is solvent and well-run.

The Accounting Officer also undertakes the role of chairing the SCITT Executive committee who has strategic overview of all aspects of the SCITT provision.

Person Specification for
Headteacher at St Mary & St Paul's CE Primary Voluntary Aided School

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

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Faith Commitment

		Essential/ Desirable
1.	A practising committed Christian *(This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a church school)*	**E**
2.	Willing and able to sustain and develop the Christian character of our church school	**E**

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

		Essential/ Desirable
3.	Ways to ensure that the Christian vision and ethos enables the flourishing of pupils and adults within the school and its community	**E**
4.	Leading school worship	**E**
5.	An oversight of ways of developing the effectiveness of religious education and collective worship	**E**
6.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Liverpool	**E**
7.	Ways of leading the spiritual development of all the school community	**E**
8.	Courageous advocacy	**E**

Qualifications

		Essential/ Desirable
9.	Qualified teacher status	**E**
10.	Degree	**E**
11.	CEPQH or NPQH or be willing to undertake it (or the North West Christian Leadership Course)	**E**

Professional development and Safeguarding

		Essential/ Desirable
12.	Evidence of recent and appropriate professional development for the role of Headteacher (for a first-time head) **Or** Evidence of ongoing leadership and management professional development (if a serving head)	**E**
13.	Displays commitment to the protection and safeguarding of children and young people	**E**
14.	Up to date safeguarding training and knowledge of legislation for the protection of young people	**E**
15.	Has successfully undertaken 'safer recruitment' training or has a commitment to do so within 12 months of taking up the post	**E**
16.	Will co-operate and work with relevant agencies to protect young people	**E**

School leadership and management knowledge and experience

		Essential/ Desirable
17.	Recent successful leadership as a headteacher or as a deputy headteacher (or as an assistant headteacher if their current school does not have a deputy)	**E**
18.	Evidence of successfully leading school improvement (or an aspect of)	**E**
19.	To have an active involvement in school self-evaluation and development planning	**E**
20.	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, leading INSET etc.)	**E**
21.	Experience of monitoring staff performance	**E**
22.	Knowledge and understanding of strategic financial planning and budget management for school and ITT SCITT budget	**E**
23.	The ability to provide support and advice to the Governing Board to enable it to meet its responsibilities	**E**
24.	Maintains good awareness of current national education policy and strategy including ITT	**E**
25.	Engage with external partnerships for school improvement	**E**
26.	Experience of supporting and mentoring trainee teachers	**E**
27.	Awareness and understanding of school based ITT	**D**
28.	Supportive of Mersey Boroughs ITT Partnership SCITT and its continued development	**D**
29.	Fully supportive of the school's commitment to our Teaching School Alliance	**E**

Experience and knowledge of teaching

		Essential/ Desirable
30.	Experience of teaching in more than one school within the advertised phase	**E**
31.	To have taught in at least two key stages (EYFS/KS 1/KS 2/KS 3) appropriate to the school's context	**D**
32.	To have working current knowledge and understanding of all key stages within the school's phase setting	**E**
33.	Can effectively analyse school data and identify appropriate actions to raise standards/address weaknesses	**E**
34.	Commitment to ensuring inclusion and addressing diversity positively	**E**
35.	Awareness and understanding of specialist SEN provision	**E**

Professional attributes and skills

		Essential/ Desirable
36.	Demonstrate an understanding of the needs of the pupils at our school and wider community and how these can be met	**E**
37.	Demonstrate a clear rationale for behaviour management and a proven track record of the implementation of a range of behaviour strategies	**E**
38.	An ability to communicate effectively, both orally and in writing, to a range of audiences	**E**
39.	To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice	**E**
40.	A commitment to the professional development for all staff, and self	**E**
41.	To lead community involvement	**E**

Personal Qualities

		Essential/ Desirable
42.	A passion for achieving the very best outcomes for all children	**E**
43.	A clear vision for an innovative, progressive and forward-thinking church school	**E**
44.	The capacity to provide inspirational, enthusiastic and innovative educational leadership	**E**
45.	Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job	**E**
46.	An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, governors, colleagues, other professionals and wider community	**E**
47.	The ability to inspire confidence	**E**
48.	The ability to continue to develop and grow the clear theologically-rooted Christian vision for the school	**E**
49.	Be aware of their own strengths and areas for development and listen to and reflect (and act) upon as appropriate the feedback from others	**E**

Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the Headteachers' Standards 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in our school.

Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships *Candidates who do not use their Parish priest/minister must give an explanation in the letter of application*	**E**
Positive recommendation from all referees, including current employer	**E**

Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, and be no more than 3 sides of A4 - Arial font, size 11.