



SACRED HEART CATHOLIC SCHOOL

*“To enable every child to achieve more than they think
they are capable of achieving”*



APPLICATION PACK

**Appointing a Headteacher
For September 2022**

Sacred Heart Catholic School

Camberwell New road, London SE5 0RP

Tel: 0207 274 6844

www.sacredheart.southwark.sch.uk



SACRED HEART CATHOLIC SCHOOL

HEADTEACHER ADVERTISEMENT

HEADTEACHER

Salary negotiable

Required for September 2022

The Sacred Heart Catholic Academy is a very successful, multi-cultural, comprehensive Academy in the London Borough of Southwark for students aged 11-18 years, with in excess of 860 students on roll, including the Sixth Form. It is rated outstanding by OFSTED and consistently performs at or near the top of league tables both locally and nationally.

The Governors are seeking to appoint a replacement for the retiring Headteacher and this is a full time post. The candidate must be a practising Catholic who is fully committed to Catholic education and continuing the charitable mission of the school both in the local community and further afield.

Applicants will have significant and relevant senior experience and qualifications in secondary education. A proven track record of raising achievement and an ability to lead professional staff who are dedicated to meeting the spiritual, academic and pastoral needs of students will be essential.

This is an excellent opportunity for an inspirational leader to sustain the unique identity of the Academy, to continue its pursuit of excellence and maintain and enhance a high personal profile within the academic and Catholic community.

The Sacred Heart Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks to meet vetting and barring requirements. References will be sought and the successful candidate will be required to complete a Disclosure and Barring Service check.

Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms. Full details of the post and application forms are available on the academy's website at www.sacredheart.southwark.sch.uk. **The closing date for completed applications is 12.00 noon on Friday, 28th January 2022.** Completed application forms should be emailed to the Clerk to the Governors, AOSullivan@sacredheart.southwark.sch.uk

Interviews will be held during the week commencing **21 February 2022**.

Prospective candidates may arrange a visit to the Academy during the two week period commencing 10 January 2022 . To arrange a visit and/or an informal conversation, please contact Anne O'Sullivan on 0207 274 6844 or via email aosullivan@sacredheart.southwark.sch.uk



SACRED HEART CATHOLIC SCHOOL

Letter from the Chair of Governors

Dear Prospective Applicant,

As Chair of the Governing Board, I am delighted to provide you with the details for your application for the position of Headteacher of our wonderful school.

Due to the retirement of our excellent, long serving Headteacher, the Governing Board are seeking to appoint an outstanding Headteacher with vision, drive and passion, who is able to build on the strengths that our outgoing Headteacher and the staff have achieved; an "Outstanding" Ofsted rated Academy with a strong Christian ethos that nurtures the whole child to succeed and fulfil their potential.

Sacred Heart is above all a Catholic school with a strong ethos that Christ is at the centre of everything. In terms of spiritual growth and academic achievement, it offers everyone, both staff and students, the opportunity to continue their own individual journey of personal and spiritual growth, equipping them to be the best possible person they can.

Our lives reflect the school motto " To work is to pray / Laborare est orare ". We are proud of the breadth of our academic and vocational curriculum, and are continually developing our programmes to support the diverse needs, and abilities of our students. Within the curriculum our focus is to offer every student the opportunity to develop their own personal skills and experiences.

Academically, the school's performance is excellent and it has been regularly reported as being in the top 10% performing state secondary schools in the country in terms of the progress our children make. Our aim has always been to provide our students with an opportunity for the balanced development of their intellectual, emotional, and spiritual qualities in order to foster an appreciation of these aspects which add quality to life, so that they can become the best that they can be.

The Governing Board actively provides vital support to the Headteacher and Senior Leadership Team, as well as students, who together with the parents all form our Sacred Heart Community.

Applicants are invited to complete the CES application form, and to submit a supporting statement of no more than 1000 words.

We look forward to hearing from you and hopefully meeting you soon.

The job description and person specification are set out below. Please click on the link below to view and download the application form. Alternatively, please visit our website at www.sacredheart.southwark.sch.uk

Christine Donovan
Chair of Governors



Job Description

Post Title:	Headteacher
Responsible to:	Academy Governing Body
Departmental Monitor and Line Manager for:	Senior Leadership Team

Overall Purpose of the Job

- ♦ To provide professional leadership for a Catholic Academy which secures its success and continuous improvement
- ♦ To ensure a high quality of education for all its students and to drive continuous improvement
- ♦ To take overall responsibility for the organisation, management and conduct of the Academy Trust in accordance with the Articles of Association, the DfE Funding Agreement and with the policies of the Governing Body

Duties and Responsibilities

1. Strategic direction and development of the Academy

- ♦ To work with the Governing Body to provide vision, purpose and effective leadership for the Academy
- ♦ To maintain strategic planning which identifies priorities and targets for ensuring high standards, teaching effectiveness and Academy improvement
- ♦ To maintain an ethos in which all individuals, pupil and staff, feel valued and where personal endeavour and responsibility are fostered
- ♦ To ensure that the vision and the strategic direction of the Academy Trust develops the full potential of all students providing them with the necessary qualifications and confidence to optimise their social and educational aspirations
- ♦ To work with the Governing Body to review appropriate statutory policies and procedures and to ensure their implementation
- ♦ To engender a sense of pride and purpose in the Academy which will contribute to its reputation and its ability to attract and retain students and staff
- ♦ To ensure that the welfare and guidance of students supports their achievement. To develop and foster an effective partnership with parents/carers and the local community which contributes to students' learning and development
- ♦ To ensure that the Religious Education programme reflects the whole Catholic life of the Academy
- ♦ To ensure that Catholic identity is reflected in every aspect of the life of the Academy: the curriculum, the daily organisation of the Academy, staff development, staff and student relationships and the partnership between the Academy, home, parishes, local community, others schools and other agencies
- ♦ To ensure that all who operate in the Academy articulate, share, understand and carry out its mission
- ♦ To ensure policy and practice is based on national/school data, inspection and research

2. Teaching and Learning

- ♦ To maintain high expectations and aspirations for student achievement and to promote the Gospel values and the teachings of the Catholic church
- ♦ To determine and organise the curriculum to provide effective, active connections with religious education, collective worship, liturgy, prayer and provision for students' spiritual, moral, social and cultural development

Job Description

2. Teaching and Learning (Cont'd)

- ◆ To ensure high standards of behaviour in students and staff. To provide students with the example and expectations of self-discipline, respect, compassion, forgiveness, understanding, acceptance and peace
- ◆ To promote an environment which supports effective learning, teaching and behaviour
- ◆ To ensure strategies for inclusion, diversity and equality for all members of the Academy community
- ◆ To enable teachers to meet standards set out in the professional development framework through monitoring classroom practice and take action to remedy any ineffective teaching
- ◆ To determine and implement the curriculum and its assessment, monitor and act upon areas for improvement
- ◆ To maintain effective partnership with parents

3. Leading and developing staff

- ◆ To lead, motivate, support, challenge and develop all staff to secure a climate of continuous improvement for all
- ◆ To demonstrate, by your actions, concern for people within the organisation and the relationships that exist between them
- ◆ To maximise the contribution of staff to improve the quality of education provided and standards achieved
- ◆ To plan, support and evaluate the work of all with clear delegation of tasks and responsibilities
- ◆ To develop expertise through professional development throughout the Academy

4. Efficient and effective development of staff and resources

- ◆ To give a clear lead to all staff in the development and the continuing formation of the Academy's Catholic identity
- ◆ To work with Governors to recruit the highest calibre of staff
- ◆ To deploy staff effectively to include succession planning
- ◆ To set appropriate priorities for expenditure with effective administration and budget control
- ◆ To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- ◆ To share leadership, build teams and work co-operatively and collaboratively within the Academy and the extended community to achieve the Academy's mission
- ◆ To manage and organise effective accommodation
- ◆ To maintain an effective working relationship with Governors
- ◆ To manage and monitor all resources effectively and efficiently

5. Accountability

- ◆ 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 Academy in terms of the Articles of Association, Funding Agreement, admissions, personnel and financial matters
- ◆ To provide information, objective advice and support the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- ◆ To provide information, objective advice and support to the Governing Body to ensure governance of the Academy in all areas
- ◆ To plan and present a coherent and accurate account of the Academy's performance to a range of audiences, including parents, students and feeder schools
- ◆ To reflect on their personal contribution to the Academy achievement and take account of feedback from others



Headteacher Person Specification

A. TRAINING AND QUALIFICATIONS

	Essential	Desirable
Qualified Teacher Status	*	
Catholic Certificate of Religious Studies or equivalent		*
Degree	*	
Higher Degree, particularly in Catholic School Leadership		*
Post-entry curriculum or management qualification		*
National Professional Qualification for Headship		*
Recent participation in a range of relevant in-service training	*	

B. FAITH COMMITMENT

	Essential	Desirable
Practising Catholic	*	
Evidence of participation in Parish community		*
Sound understanding of the distinctive nature of the Catholic Academy	*	
Able to articulate a vision for Catholic education	*	
Understanding of leadership role in spiritual development of students and staff	*	
Understanding of and commitment to Religious Education	*	
Experience in leading collective acts of worship	*	
Understanding of Academy's role in the local community	*	

C. EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

	Essential	Desirable
Recent senior leadership experience in a Catholic School/Academy		*
Experience of working collaboratively with Governors	*	
Leadership experience at Headteacher level		*
Leadership experience at Deputy Head level	*	
Leadership experience at other senior management level	*	
Experience of working with other schools agencies, organisations		*
Pastoral experience		*

Headteacher Person Specification

D. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following:-

	Essential	Desirable
Students' educational development	*	
School leadership and management	*	
Curriculum and assessment, including subjects and cross-curricular aspects	*	
Effective teaching and learning strategies		
Strategic leadership and planning	*	
Local and national policies, and legal/statutory frameworks	*	
Financial procedures in Catholic VA and Academy Schools	*	
Knowledge of the performance management process	*	
Understanding of safeguarding procedures	*	
Knowledge of accountability process through Ofsted, including self-evaluation	*	
Strategies for successful whole school improvement	*	
Ability to articulate and share a vision of education	*	
Good awareness of the National Standards for Headship	*	
The ability to use new technologies to support school improvement	*	
Understand the role of the Governing Body in a Catholic School in preserving and promoting the Academy's Catholic character	*	

E. PERSONAL SKILLS AND ABILITIES

	Essential	Desirable
Personal proficiency in ICT		*
Communication skills, both oral and written, to a wide range of audiences	*	
Excellent interpersonal skills	*	
Stamina and resilience	*	
Confidence	*	
Team Leader/Team Player	*	
Effective leader with the ability to empower	*	
Able to inspire and motivate staff, students, parents and governors to achieve the aims of Catholic education	*	
Personal impact and presence	*	
A personal commitment to building community	*	
A good sense of a proper work/life balance	*	
A sense of humour		*



Sacred Heart Catholic Secondary School
Camberwell New Road,
London SE5 0RP

Tel: +44 (0) 20 7274 6844

Email: office@sacredheart.southwark.sch.uk

Registration details

The Sacred Heart Catholic School is a company limited by guarantee registered in England and Wales with registered number 08160195.

Registered office: Sacred Heart Catholic School, Camberwell New Road, London SE5 0RP. To find us:

By train:

Nearest Railway Stations: Denmark Hill & Vauxhall

Nearest Tube Station: Oval

For more information please see: www.tfl.gov.uk

By bus:

Bus Routes: 12, 35, 40, 42, 45, 68, 171, 176, 185, 345, 468 (Camberwell)
36, 185 & 436 (outside the School)

By car: Parking available upon request.

