

St. Anne's R.C. Primary School



Headteacher Application Information

September 2024



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DIOCESE OF SALFORD

St. Anne's: "making tomorrow a better day."

Dear Candidate,

Thank you for your interest in the post of Headteacher at St Anne's RC Primary School, Blackburn.

St. Anne's is a voluntary aided Roman Catholic Primary School with attached Nursery situated in the town centre of Blackburn. We are committed to providing a happy, safe, secure, and caring learning environment. We offer children and their parents/carers a service that promotes equality and values diversity.

We are a busy but friendly school, with lots going on. St Anne's is committed to providing equal opportunities for all our children and continuing to develop an inclusive school, respecting the qualities that each child has to offer. We hope that every child feels valued and able to develop academically, socially, emotionally, and spiritually, to the best of their ability.

As a Catholic community, we value every single member as a unique creation made in the image of God. We work together to help everyone to realise their God-given talents and their part in God's plan. Our school is a place of peace, tolerance, and fairness where we follow Christ's example of loving God and loving others. Our ultimate aim is to give our community the prospects, belief and hope that every tomorrow can be a better day.

The school is judged to be 'good' in Ofsted and Diocese of Salford inspections.

Our hardworking and dedicated staff are valued by parents and the Governing Board. Staff are always willing to go beyond the expected to help and serve pupils and their parents. St Anne's has strong links with families and the parish community with close links to our bordering parish church. We have engaging children, supportive stakeholders, and a growing team of committed, hardworking staff who aim to ensure that every child within their care really does matter.

The Governing Board is seeking to employ a headteacher who will continue to develop the mission and Catholic ethos established. The successful candidate will lead and inspire staff, continue improvement in all areas and help all pupils achieve their unique potential.

Additional information can be found on our school website:

[Home | St Anne's Roman Catholic Primary School \(stannesblackburn.co.uk\)](http://stannesblackburn.co.uk)

Candidates may arrange a school visit for Monday 30th September between 10am and 2pm or on Wednesday 2nd October between 10am and 2pm by contacting Rachel Hardisty **01254 580462**.

Thank you for your interest in our school and we look forward to receiving your application.

Sincerely,

Father James McCartney
Chair of Governors



St. Anne's R.C. Primary School

Feilden Street, Blackburn, BB2 1LQ Tel: (01254) 580462

Email: Office@StAnnes.blackburn.sch.uk Website: www.stannesblackburn.co.uk

Facebook: www.facebook.com/stannesrcprimary Twitter: @stannesrcps iOS / Android App:

TheSchoolApp

Acting Headteacher: Mr. A. Pierce

20 September 2024,

Dear Prospective Headteacher,

We would like to tell you about our amazing school, St Annes Roman Catholic Primary. Although we are placed in the centre of Blackburn, we like to think of ourselves as a welcoming oasis.

We are a multicultural school, with the Catholic faith at the foundation of our learning and running through everything we do. Our school is committed to every child reaching their potential and using their God given talents to ensure "they live life in all its fullness." **John 10:10**

This allows our school to strive to make tomorrow a better day.

We have wonderful facilities including our jam-packed library, ICT suite and we offer a variety of sports opportunities throughout the day. We enjoy putting ourselves forward to compete in a variety of sports and academic competitions. However, we would like someone who could think of how to make our facilities even better.

Our achievements are celebrated every Friday in Celebration assembly. We give out Headteacher awards for fabulous work and Witness awards for showing our Catholic values. And let's not forget the purple jumper everyone wants to wear.

We would really like our next head teacher to be kind and care about us. We are very friendly in our school and we would love to have someone who is friendly and approachable as well. We know that sometimes people will have to come to you for not the right reasons, but we would really like to have someone who treats us fairly. We think it is important to have someone who is willing to come into our classes and celebrate what we do.

Thank you for taking the time to read our letter and we hope to welcome you to our school in the future.

From Our Faith and School Council representatives





St. Anne's RC Primary School Appointment of Headteacher

Agreed Timetable

Advertisement live	20 th September 2024
Pre application school visits	Monday 30 th September between 10am and 2pm or on Wednesday 2 nd October between 10am and 2pm by contacting Rachel Hardisty 01254 580462 .
Closing dates for applications	6 th October 2024 midnight
Shortlisting	9 th October 2024
Interviews and appointment	17 th October 2024
New Headteacher takes up post	January 2025



St. Anne's RC Primary School Appointment of Headteacher

Leadership Pay Spine, Group 2, ISR points 13 - 20

Required January 2025.

The Governors of St Anne's RC Primary School are seeking to appoint an inspirational, enthusiastic, and self-motivated Headteacher.

St Anne's RC is a busy but friendly school, with lots going on. We are committed to providing equal opportunities for all our children and continuing to develop an inclusive school, respecting the qualities that each child has to offer. We want every child to feel valued and able to develop academically, socially, emotionally, and spiritually, to the best of their ability.

"Everyone is made to feel welcome at St Anne's. Pupils describe their school as 'one big happy family.' Many pupils who join the school are new to the country. Staff help these pupils to settle in quickly and make new friends." OFSTED September 2021

We are looking for:

- An inspirational school leader to build upon our considerable successes and take us forward on the next phase of our school journey.
- Someone who has the ability to nurture talent.
- Someone who will contribute to the vision and mission of St Anne's RC Primary School within the school, the parish, and the wider community.

In return we can offer:

- A welcoming and well maintained school.
- A team of dedicated, hardworking staff and senior leaders.
- A highly supportive Governing Body.
- Strong links with the Diocese of Salford and Blackburn with Darwen Local Authority.
- A commitment to continuing professional development and formation.

Pre-Application visits to the school are warmly encouraged but are strictly by appointment only and the dates and times for visits are as follows:

Monday 30th September between 10am and 2pm or Wednesday 2nd October between 10am and 2pm by contacting Rachel Hardisty **01254 580462**.

Shortlisting will take place on 9th October 2024
Interviews will be held on 17th October venue to be confirmed.

Applications

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.

Your completed application should be submitted to schoolhrteam@blackburn.gov.uk

The closing date and time for applications is 6th October 2024

St. Anne's RC Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.

If you would like to find out more about the school, please visit our website:

<https://www.stannesblackburn.co.uk/>

St. Anne's RC Primary School is part of the Diocese of Salford. Further information can be found on <https://www.dioceseofsalford.org.uk/education/>

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Headteacher Job Description Catholic Voluntary Aided Schools

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 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.

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 play 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 areas 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 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 is 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 collaborates 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.

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Person Specification/Selection Criteria for Headteacher at St Anne's R.C 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 Salford. 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.

St Anne's 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		D	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 Salford	E		A/I
7.	Has completed a Catholic leadership programme or has a commitment to do so in an appropriate time frame	E		A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC

[C] Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of headteacher	E		A
11.	Evidence of recent leadership and management professional development	E		A
12.	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
13.	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
14.	Recent successful leadership as a headteacher		D	A/I/R
15.	Recent successful leadership as an assistant/deputy headteacher	E		A/I/R
16.	Evidence of successfully leading school improvement	E		A/I/
17.	Evidence of the application of strategies to review, implement, evaluate, and improve learning and teaching	E		A/I/R
18.	Experience of curriculum leadership and development	E		A/I/R
19.	Experience of collaborating constructively with parents	E		
20.	Experience of monitoring staff performance	E		A/I/R
21.	Experience of effective budget management and financial analysis		D	A/I/R
22.	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities		D	A/I/R
23.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil outcomes	E		A/I/R
24.	To have experience of guiding, coaching, mentoring, or training individuals or teams	E		A/I/R
25.	Can demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
26.	Successful teaching of pupils/students in the primary or secondary phase	E		A/I/R
27.	Experience of teaching in more than one school or context		D	A/I/R
28.	To have a working and current knowledge and understanding of the Key Stages in the primary/secondary phase	E		A/I/R
29.	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
30.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
31.	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
32.	To be able to exemplify how the needs of all pupil groups (e.g., PP) have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
33.	Be able to demonstrate an understanding, awareness, and empathy for the needs of the pupils at the school and how these could be met	E		A/I/R
34.	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
35.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
36.	To be a leader of learning demonstrating, promoting, and encouraging outstanding classroom practice	E		A/I/R
37.	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 domains 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 collaborate 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 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.

[J] 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.



Attendance Policy Statement

St Anne's RC School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.